

# WEST TEXAS A&M UNIVERSITY

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## **Instructional Technology Services**

### *WTClass Training Manual*

Communication (Announcements, Email, Course Messages,  
Discussion Board, Groups)

May 2016

WTClass

Blackboard 9.1

For technical support call (806) 651-4357

Support website: <http://faculty.wtamu.edu>



Announcements.....	1
How to Create Announcements.....	1
Reordering Announcements.....	3
Editing and Deleting Announcements .....	3
Email.....	4
Before You Begin.....	4
How to Send Email .....	5
Receiving an Email .....	6
FAQ.....	7
Course Messages .....	8
My Messages Module .....	8
How to Send a Course Message.....	9
How to View and Reply a Course Message.....	11
How to Create a Course Messages Folder .....	12
How to Move a Course Message .....	12
How to Delete a Course Message.....	13
How to Print a Course Message .....	13
How to Add a Course Messages Link to the Course Menu .....	14
Discussion Board .....	15
About Forums and Threads.....	16
Set Up Discussions .....	19
Best Practice: Effective Questions .....	24
Create Forums.....	26
Create Threads.....	33
Reply to Discussion Posts.....	37
Manage Discussions .....	40
Search and Collect Discussions .....	45
Grade Discussions .....	49
Moderate Discussions.....	55
View Discussion Statistics .....	60
Create Group Discussions .....	62
Course Groups.....	65
Accessing Groups .....	65
Creating Groups .....	70

Editing Groups..... 80

Students Accessing the Group page ..... 81

Creating Group Assignments ..... 83

Grading Group Assignments ..... 84

## ANNOUNCEMENTS

With announcements, you can post timely information critical to course success. You can add, edit, and delete announcements from the **Announcements** page. This is an ideal place to post time-sensitive material including:

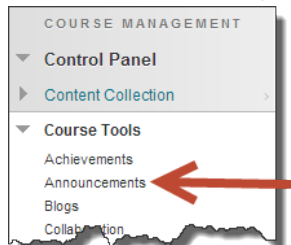
- When assignments are due
- Changes to the syllabus
- Corrections/clarifications of materials
- Exam schedules

When you add an announcement, you can also send the announcement as an email to students in your course. This ensures that students receive the announcement even if they do not log in to your course. If you include links to course content, the email will not include links to that content.

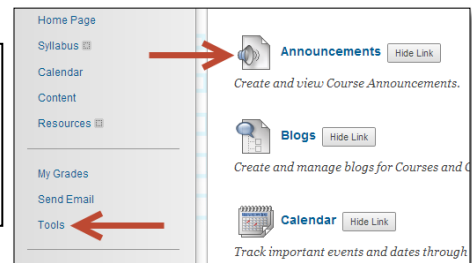
### HOW TO CREATE ANNOUNCEMENTS

Announcements appear in the order posted, with the most recent announcements appearing first.

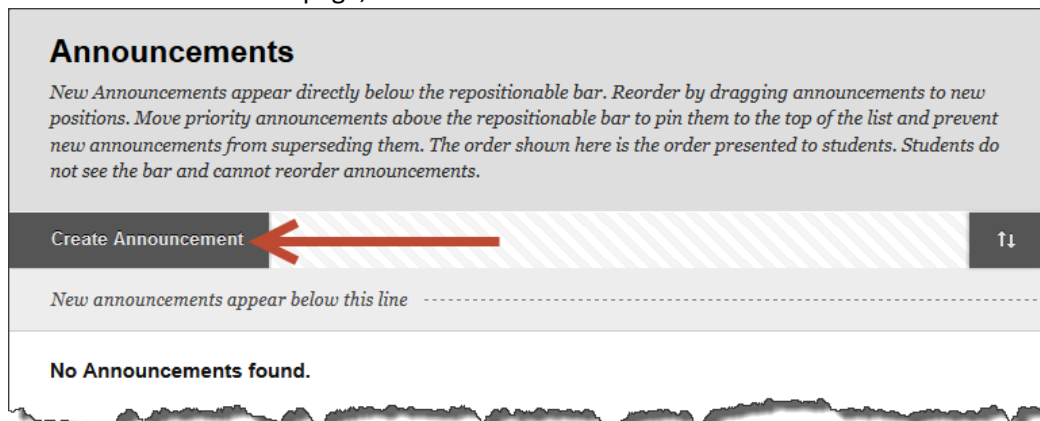
1. On the **Control Panel**, expand the **Course Tools** section and select **Announcements**.



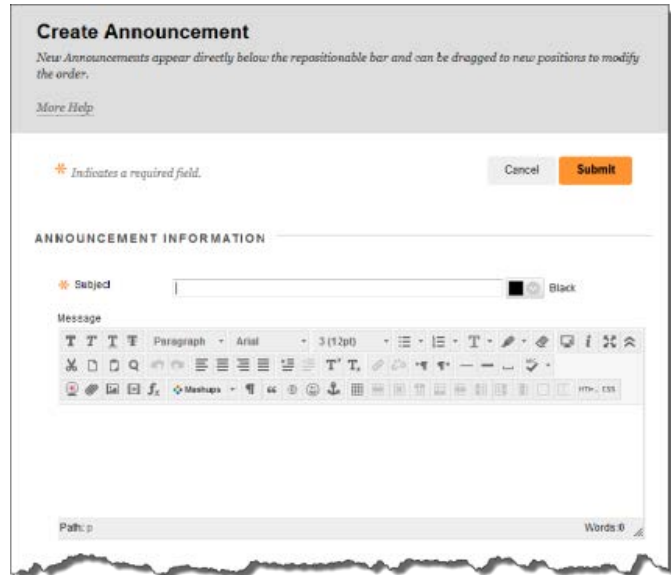
Alternatively, you can select **Tools** from the **Course Menu**, and then select **Announcements**



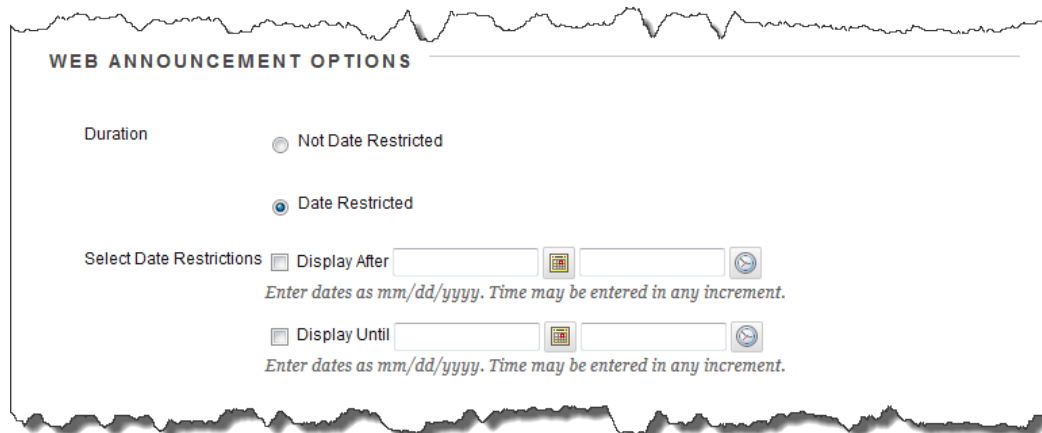
2. On the **Announcements** page, click **Create Announcement** on the action bar.



3. On the **Create Announcement** page, type a **Subject**. This becomes the title of the announcement on the **Announcements** page. In the **Message** box, you can use the content editor functions to format the text and include files, images, external links, multimedia, and mashups. Any files you upload from your computer are saved in the Content Collection in the top-level folder.



4. In the **Web Announcements Options** section, select:
- **Not Date Restricted** to keep the announcement visible until you remove it.
  - OR-
  - **Date Restricted** to limit the announcement's visibility by date and time.



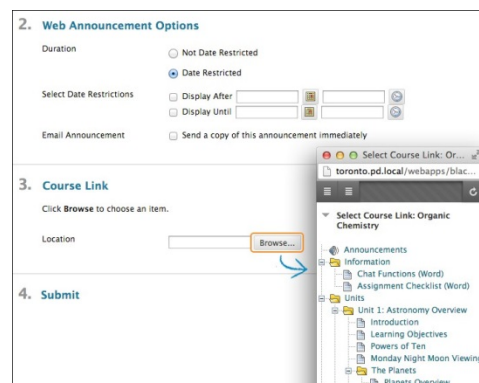
5. For **Enter Date and Time Restrictions**, you can set announcements to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect the announcement availability, only when it appears.

6. Select the **Email Announcement** check box to send students an email containing the announcement. The email is sent to all students, even those who choose not to receive announcement notifications through email.

*Note:* This option cannot be selected if **Display After** date is set for the future.

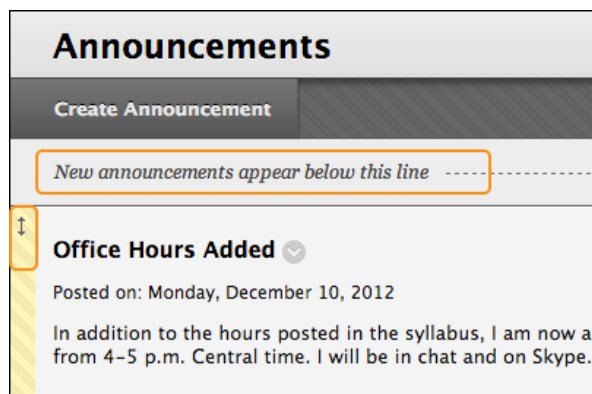


7. Optionally, in the **Course Link** section, click **Browse** to link to a course area, tool, or item.
8. Click **Submit**.



## REORDERING ANNOUNCEMENTS

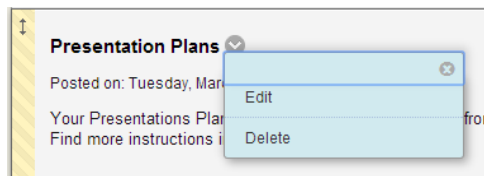
Announcements appear directly below the repositionable bar. Reorder by dragging the bar or announcements to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown is the order presented to students. Students do not see the bar and cannot reorder announcements.



## EDITING AND DELETING ANNOUNCEMENTS

To edit an existing announcement, access an announcement's contextual menu and select **Edit**. Make your changes and **Submit**.

To delete an existing announcement, access an announcement's contextual menu and select **Delete**. Confirm the deletion. This action is final and irreversible.



## EMAIL

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The email tool allows you to send email to other people in your course without launching an external email program, such as Gmail, Hotmail, or Yahoo. You can send email to individual users or to groups of users. By default, a copy of email messages is sent to the sender.



Blackboard Learn keeps no record of sent or received *email*. When you receive or send an email, the email appears in the inbox of your external email program. Keep a copy of important messages in case you need them at a later date.

You can send email to the following users:

- All Users: All users in your course.
- All Groups: All groups in your course.
- All Student Users: All students in your course.
- All Teaching Assistant Users: All teaching assistants in your course.
- All Instructor Users: All instructors in your course.
- All Observer Users: All of the observers in your course.
- Select Users: Select the users from a list.
- Select Groups: Select groups from a list.
- Single/Select Observer users: Send email to a single observer or select observers in your course.

*Note:* Recipients of each email will not see the email addresses of other recipients.

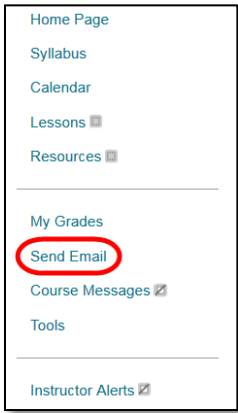

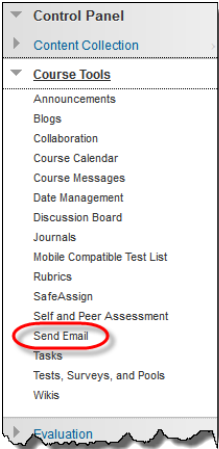
### BEFORE YOU BEGIN

Blackboard Learn requires some text content in the subject line to send email successfully. If you leave the subject line blank, the message will not be delivered.



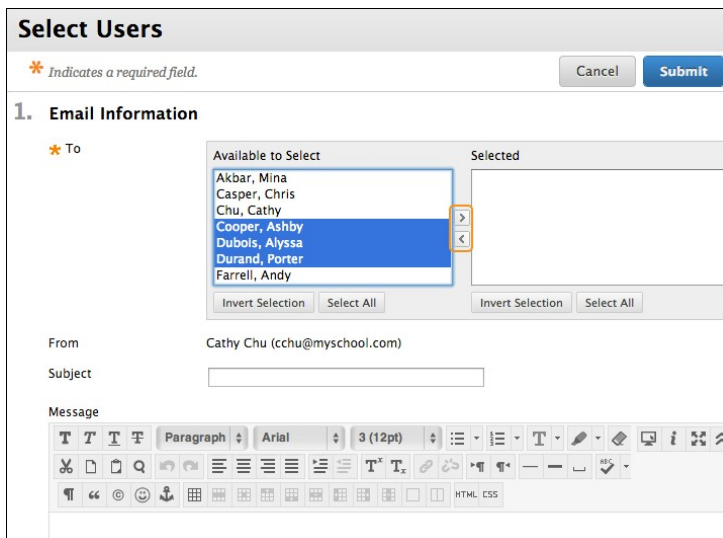
## HOW TO SEND EMAIL

1. Access the **Send Email** page by one of the following methods:

Method 1	Method 2	Method 3
<p>On the course menu, click the <b>Send Email</b> link.</p> 	<p>On the course menu, click the <b>Tools</b> link. On the <b>Tools</b> page, select <b>Send Email</b>.</p> 	<p>On the <b>Control Panel</b>, expand the <b>Course Tools</b> section and select <b>Send Email</b>.</p> 

2. On the **Send Email** page, select a link, such as **All Users**.

3. For **Select Users** or **Select Groups**, select the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box. A back arrow is available to move a user out of the recipient list. Click **Invert Selection** and selected users are no longer highlighted and those users that are not selected will be highlighted.



*Tip:* For Windows, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For Mac systems, press the COMMAND key instead of the CTRL key. You can also use the **Select All** function to send an email to all users.

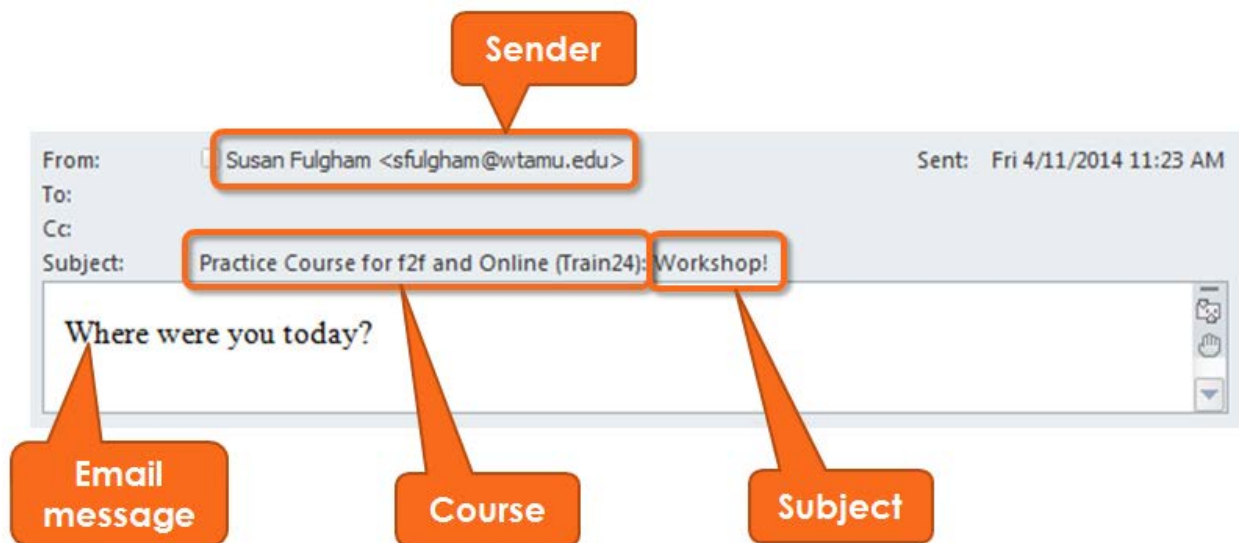
4. Type your **Subject**. Your message will not be delivered without a subject.
5. Type a **Message**.

6. Click **Attach a file** to browse for file from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
7. Click **Submit**.

A message appears at the top of the **Send Email** page after the email is sent listing all recipients. The message is not a confirmation that any users received the email. It only confirms that the email was sent.

## RECEIVING AN EMAIL

When you receive an email sent from Blackboard. It will be sent from the senders external email address listed in Blackboard (by default, students - @buffs.wtamu.ed, instructors - @wtamu.edu).

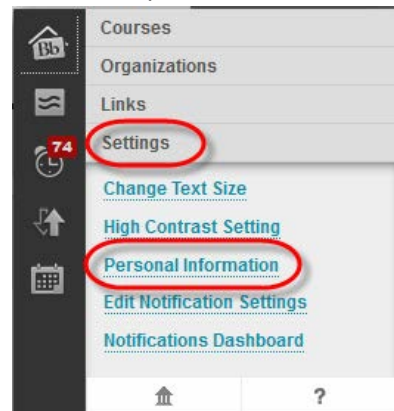


## FAQ

1. When I send someone an email using the Email tool, I cannot see the other person's actual email address. Why?

- Email addresses are not visible unless participants choose to make them visible to course members. Find this setting in the page header above the tabs at:  
**Global Navigation Menu > Settings > Personal Information > Set Privacy Options.**

From this page, students choose the information they want course members to see.



2. Am I able to change the external email address used in my course?
  - No. Your WT email address is the official method for communication. Therefore this email cannot be changed.
3. Why are not all of my students receiving my emails? Some students have received several from the me, but not all.
  - Many popular email clients, such as Hotmail, Yahoo, and AOL may identify email from Blackboard Learn as junk mail and either automatically delete the email or move it to a junk mail folder. If you have problems, check your user preferences or options for settings regarding the handling of junk email. You can also change your email address.

## COURSE MESSAGES

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Course messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, you must be logged into a course to read and send course messages. Using the course messages tool instead of the email tool can also be more reliable. Problems with incorrect or out-of-date student email addresses do not affect course communication.

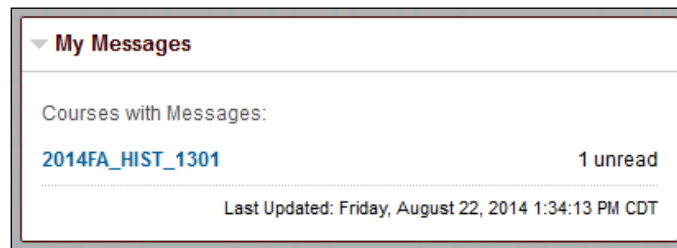


Students are notified by email, unless they have turned off the setting, that they have received a course message. Students must return to Blackboard in order to view and reply to course messages.

Course messages are organized in folders, marked as read or unread, moved to other folders, or deleted. The messages area has two folders, **Inbox** and **Sent** that you cannot rename or delete.

### MY MESSAGES MODULE

A My Message module is available to be added to the My WTClass tab, as well as to a Module Page (such as the Home Page) inside of a course.



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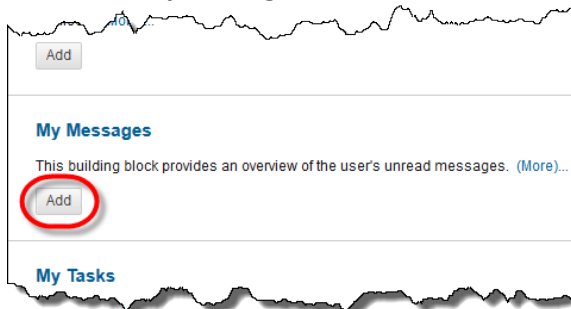
### ADDING THE MY MESSAGES MODULE TO THE MY WTCLASS TAB

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1. On the **My WTClass tab**, select the **Add Module** button.



2. Locate the **My Messages** Module in the list, and select the **Add** button.



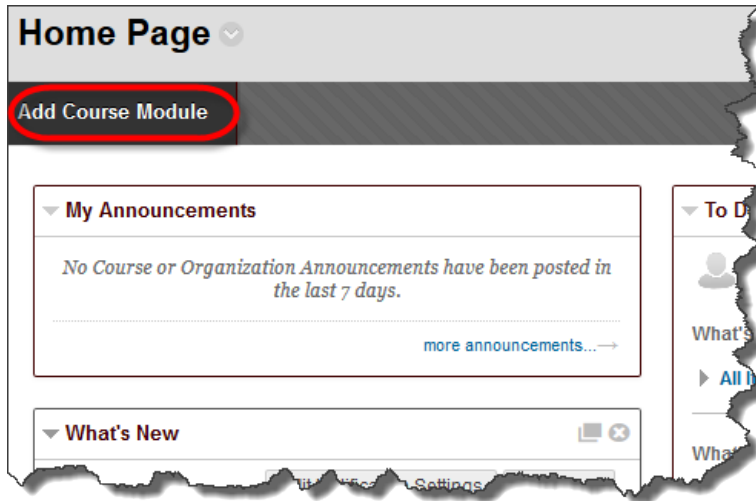
3. Click **OK** at the bottom of the page, or click the **My WTClass tab**.

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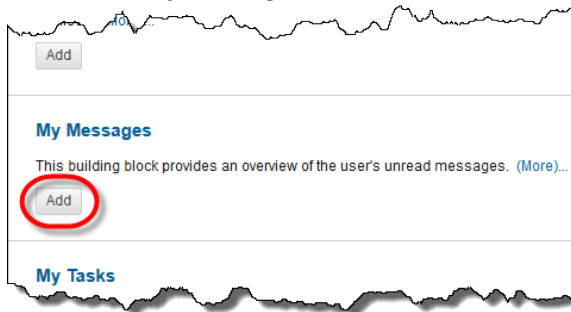
### ADDING THE MY MESSAGES MODULE TO A MODULE PAGE

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1. Enter a course, and go to a Module page such as the Home Page.
2. Select the Add Course Module button.



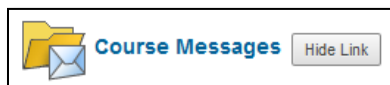
3. Locate the **My Messages** Module in the list, and select the **Add** button.



4. Click **OK** at the bottom of the page, or click the **Module Page** link.

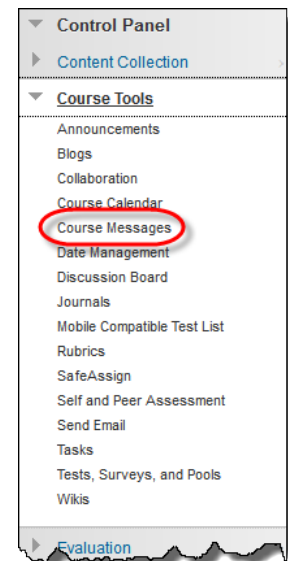
## HOW TO SEND A COURSE MESSAGE

1. On the course menu, click the **Tools** link. On the **Tools** page, select **Course Messages**.



-OR-

On the **Control Panel**, expand the **Course Tools** section and select **Course Messages**.



- On the **Course Messages** page, click **Create Message** on the action bar.

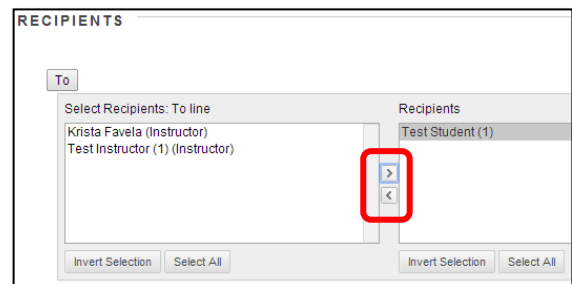


- On the **Compose Message** page, select **To** and a list of course members appears.

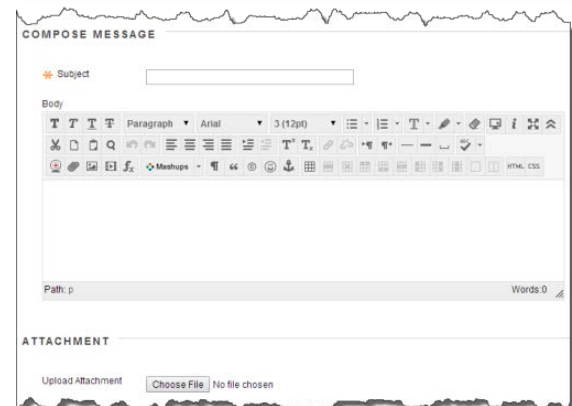


- In the **Select Recipients: To line** box, select the recipients and click the right-pointing arrow to move them to the **Recipients** box. You can use the **Cc**, and **Bcc** functions to send the message to those users that may be interested in the message, but are not the primary recipients. When using Bcc, other recipients do not know that the users listed in the **Bcc** field are receiving the message.

Tip: For Windows, to select multiple users in a row, press the SHIFT key and click the first and last names. To select users out of sequence, press the CTRL key and click each name needed. For Mac systems, press the COMMAND key instead of the CTRL key. You can also select all course members with the **Select All** function.

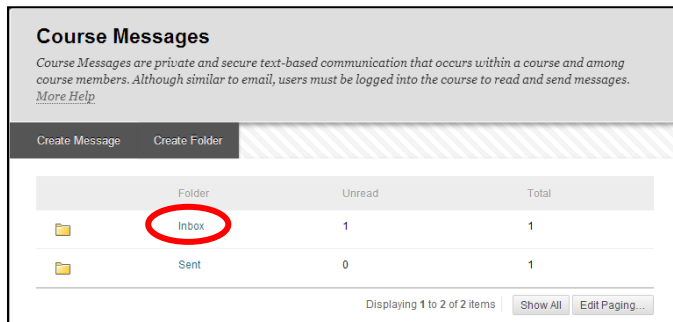


- Type the **Subject**.
- Type the **Body**. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. You may only attach files from Course Files or the Content Collection.
- Click **Submit**.

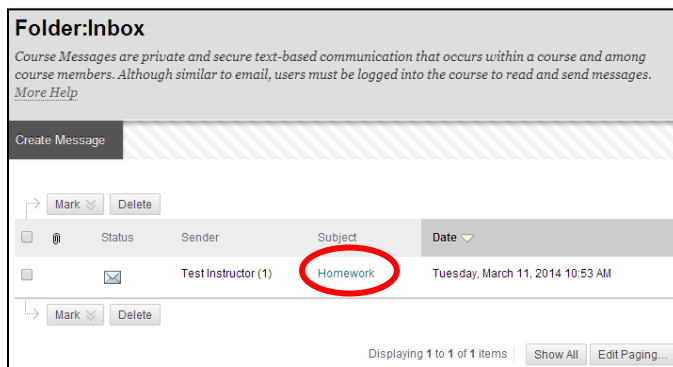


## HOW TO VIEW AND REPLY A COURSE MESSAGE

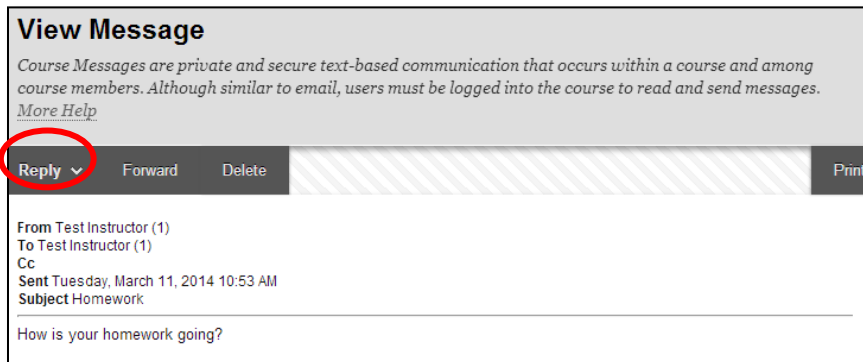
1. On the **Course Messages** page, select a folder.



2. On the **Folder** page, click the link in the message's **Subject** column.



3. On the **View Message** page, click **Reply** to the sender of the message.

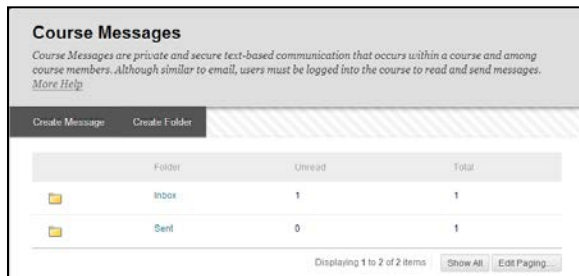


4. Type the **Body**. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. You may only attach files from Course Files or the Content Collection.
5. Click **Submit**.

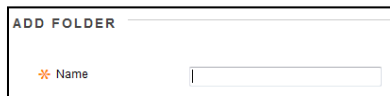
## HOW TO CREATE A COURSE MESSAGES FOLDER

If allowed by your institution, you can create personal folders to help organize your course messages. Personal folders are only for storing messages. Messages received always appear in the **Inbox** folder first and messages sent always appear in the **Sent** folder. After a message appears, you can move it into a personal folder.

1. On the **Course Messages** page, click **Create Folder** on the action bar.



2. On the **Add Folder** page, type the name of the new personal folder in the **Name** box.



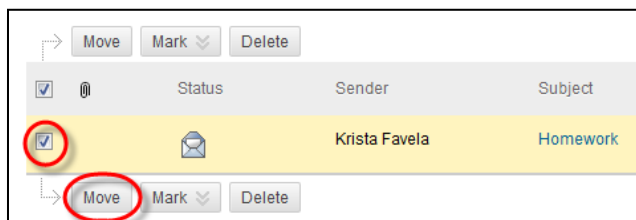
The screenshot shows the 'ADD FOLDER' page. It has a title 'ADD FOLDER' at the top. Below the title is a form with a label 'Name' and a text input field. There is a small orange asterisk icon next to the label.

3. Click **Submit**.

## HOW TO MOVE A COURSE MESSAGE

You can move messages from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. You cannot move a message to the **Sent** folder or the **Inbox** folder.

1. On the **Course Messages** page, select the folder that contains the message.
2. On the **Folder** page, select the check box for each message and click **Move**.





- On the **Move Message** page, select a folder from the **Select a Personal Folder** drop-down list. This is the folder where you will store your messages. The messages are deleted from the old folder after they have been moved to the new folder.

- Click **Submit**.

## HOW TO DELETE A COURSE MESSAGE

- On the **Course Messages** page, select the folder that contains the message.
- On the **Folder** page, select the check box for each message and click **Delete**. Deleting a message is final and irreversible.

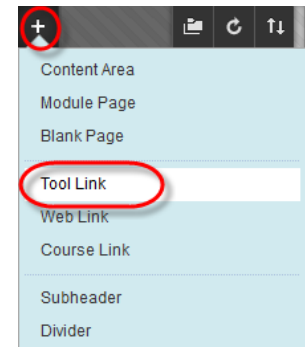
## HOW TO PRINT A COURSE MESSAGE

- On the **Course Messages** page, select the folder that contains the message.
- On the **Folder** page, click the link in the message's **Subject** column.
- On the **View Message** page, click **Print**. The message is printed using the web browser's print settings.

## HOW TO ADD A COURSE MESSAGES LINK TO THE COURSE MENU

If you want students to access the course messages tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link as needed.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Course Messages**.
5. Select the **Available to Users** check box.
6. Click **Submit**.



The new tool link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Access a message's contextual menu to rename, delete, or hide the link from students.

A screenshot of the 'Add Tool Link' form. The form has a title 'Add Tool Link' at the top. Below the title, there are four numbered steps: 1. 'Name:' with a text input field containing 'Course Messages'; 2. 'Type:' with a dropdown menu set to 'Course Messages'; 3. 'Available to Users' with a checked checkbox; and 4. 'Submit' button. There is also a 'Cancel' button. A third number '3' is placed near the bottom left of the form.

## DISCUSSION BOARD

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Online discussions provide some unique benefits. Because students can take time to ponder before posting ideas, you may see more thoughtful conversations play out. You can observe as students demonstrate their grasp of the material and correct misconceptions. You can extend your office hours by reaching students more often during the week so learning is continuous.

Building a sense of community among students is crucial for a successful online experience. With the discussion board tool, course members can replicate the robust discussions that take place in the traditional classroom. Discussions can serve a range of purposes, such as:

- An online meeting place for social interaction among peers.
- An additional medium for collaboration and the exchange of ideas.
- A medium to pose questions about homework assignments, readings, and course content.
- A way to demonstrate the understanding or application of course material.
- A record of discussion that members can review at a later point.
- A graded activity that demonstrates understanding or application of course material.

### **Flexible and Reflective Communication**

After you determine what you need, you can create asynchronous interactions occurring over extended periods of time. This allows for more flexibility, as well as reflective communication.

Asynchronous communication offers convenience and flexibility to all participants. Some benefits include:

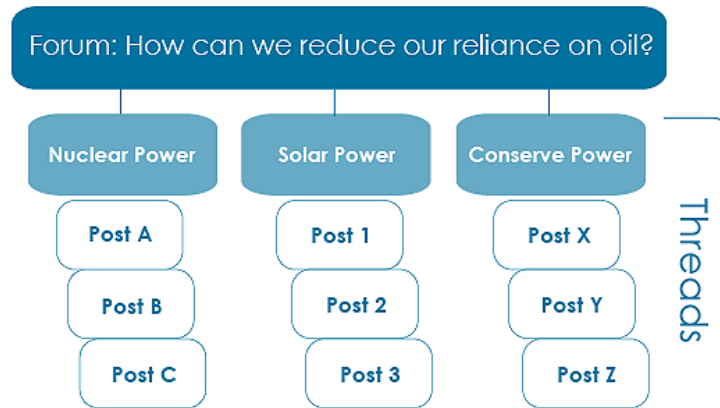
- Participants do not need to be in the same location or time zone.
- Participants can carefully consider and reflect on the initial message before responding. Hopefully, more thoughtful conversations can occur.
- You can accommodate different learning styles. For example, students who are shy about speaking in class may feel more comfortable responding to discussion threads.

For smaller course groups, you can also offer the group discussion board tool, available only to the members of the group.

## ABOUT FORUMS AND THREADS

Just as it is critical to plan and structure your course content, you need to provide structure for online discussions. The main discussion board page displays a list of forums. A **forum** is an area where participants discuss a topic or a group of related topics. Within each forum, participants can create multiple threads. A **thread** includes the initial post and all replies to it.

The discussions are logged and displayed sequentially so all course members can follow the conversation.



## ABOUT THE DISCUSSION BOARD PAGE

The discussion board is commonly accessed from a link in a content area, although you can provide a link in the course menu area, or can be accessed through the Tools course menu item.

The **Discussion Board** page contains a list of all the forums you have created for your course. You must first create one or more forums before message threads can be started.

On the action bar, create forums and use the search function to search for discussion board content. By default, the search field appears collapsed to save screen space.

- To sort a column, click the column heading. For example, if you sort the **Forum** column, the items appear in alphabetical or reverse alphabetical order.
- To view the posts in a forum, click the forum title. Forum titles in bold type contain unread posts.
- For each forum, view the total number of posts, the number of unread posts, and the number of users who have participated in the forum. For one-click access to the forum's unread messages, click the link in the **Unread Posts** column.

Discussion Board				
Create Forum		Search		
Delete	Forum	Description	Total Posts	Total Participants
<input type="checkbox"/>	<b>Oceans in the News</b>	This week, please post a link to a relevant news article related to oceanography or marine biology. This assignment is worth 25 points, and you must post by Monday, Feb. 18 at midnight CT.	19	13
<input type="checkbox"/>	Wave Assignment: Energy From Waves and Tides	Explore harnessing energy from waves and tides. Please narrow your topic to a specific aspect such as: <ul style="list-style-type: none"><li>How could the energy be extracted?</li><li>could a reliable "model" be made and relied upon?</li><li>What research is out there?</li><li>Existing, working energy projects</li></ul> This required assignment is worth 50 points.	15	11

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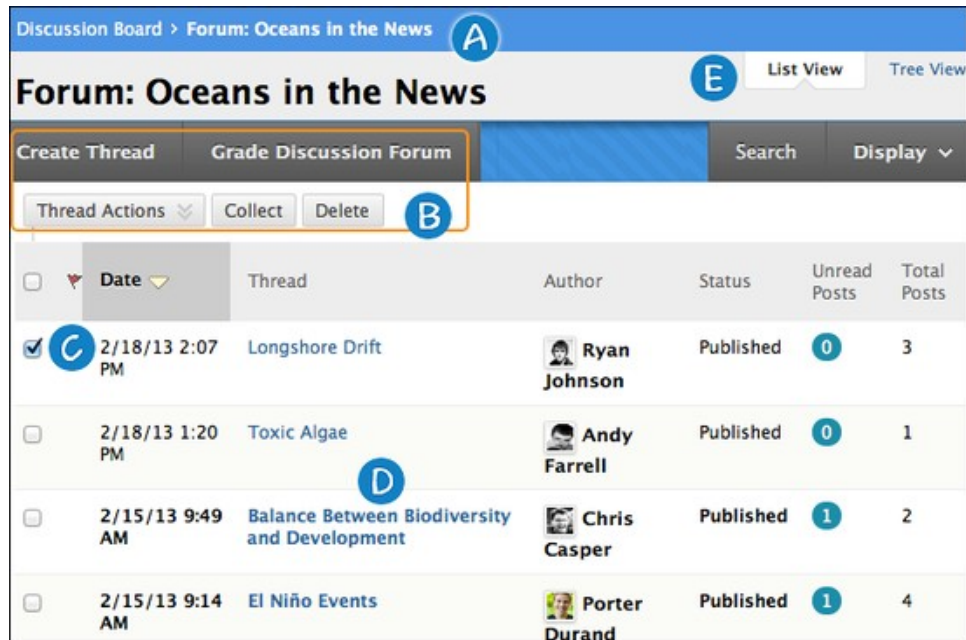
## ABOUT A DISCUSSION FORUM

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When you access a forum, a list of threads appears. The columns display information for each thread, such as date created, author, and status.

Forum descriptions/directions for a discussion forum do not appear on the forum page. You must click **Create Thread** to view descriptions/directions.

To sort a column, click the column heading or caret.

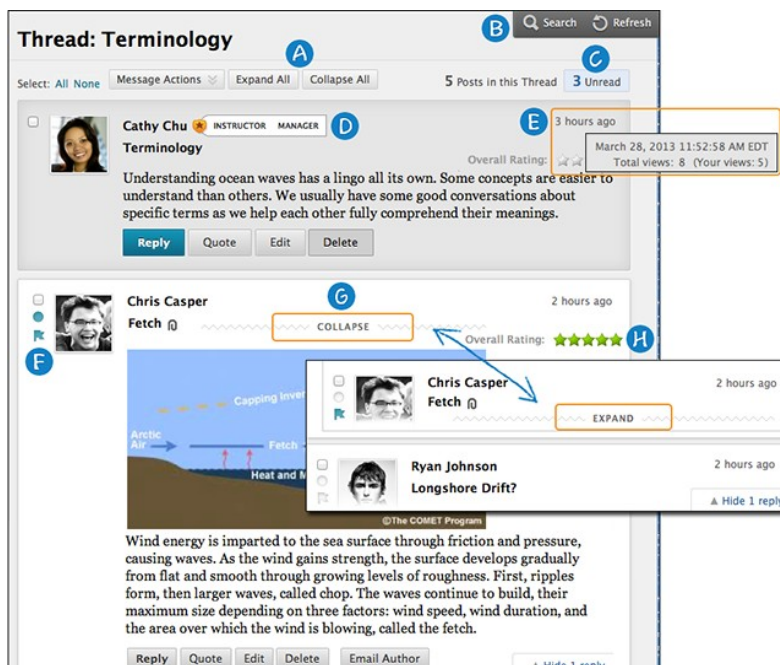


- A. When possible, use the orientation bar to navigate to a previous page. Do not use the browser navigation controls because page load errors may occur.
- B. Use the action bar functions to perform various actions, such as creating threads, grading forum contributions, collecting threads, and searching content.
- C. Select multiple threads' check boxes or select the check box in the header row to select all threads for an action, such as deleting.
- D. Click a thread title to read the posts. Titles containing unread posts appear in bold type.
- E. Determine your view. You can view a forum with threads appearing in a list -OR- in a tree view with all posts listed below each thread title.

## ABOUT A DISCUSSION THREAD

When you view the thread page, all posts and the thread description appear on one page. Thread descriptions/directions are often used as prompts for discussion, so they are now visible where users are posting.

To help make replying easy, the content editor appears immediately below the message you are replying to. You are not taken to a new page to post a reply, allowing you to refer to any post on the page.



- A. Use **Expand All** and **Collapse All** to manage the visibility of posts on the page.
- B. Functions appear when you point to the page. Move your mouse pointer anywhere on the page and action bar functions appear at the top, such as **Search** and **Refresh**.
- C. Click the number of unread posts to view a page containing only the unread posts in a thread.
- D. When viewing threads, a badge appears next to a forum manager or moderator's name. Point to the badge to see the user's course role and forum role. If your institution has custom roles, they are displayed. Role highlighting is available only in the discussion board.
- E. The dates for posts appear as relative dates such as "7 days ago." When you point to the relative date, you can view the absolute date of creation or editing and the number of views.
- F. New **Mark as Read** indicator: Blue icon = **unread**. White icon = **read**. Posts are marked as read as you scroll down the page, after a slight delay. Only expanded posts that you view onscreen are marked as read. Posts are not automatically marked read by quickly scrolling down the page. Click the icon to manually change the status of a message. You can also flag posts you want to review again later or indicate as important.
- G. Point to a post, **Reply**, **Quote**, **Expand/Collapse**, and other available functions appear. Click **Collapse** to fold up a post. This increases the vertical screen space available for viewing posts.
- H. If you enabled the rate posts feature in a forum's settings, **Overall Rating** shows the average rating for a post. When you point to the rating area, it changes to show **Your Rating**.

## SET UP DISCUSSIONS

The most common form of interaction in an online course is through the discussion board using forums established by an instructor. Participation and interaction in the discussion board does not occur naturally, but must be intentionally designed into your courses. To encourage engaging, quality discussion, craft discussion questions carefully and create inquiry.

If you want to encourage participation, consider allowing students to post anonymously. Also, allow students to create new threads. This flexibility may encourage members to post their ideas and questions. You can also provide incentive by grading the discussion or adding exam questions based on discussion content.

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## DEVELOP SUCCESSFUL ONLINE DISCUSSIONS

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You can help your students feel comfortable and provide them with guidelines as they begin to use the discussion board.

The following list describes four steps for developing successful online discussions to help build community and fulfill assignments.

- ❖ **Define participation requirements**

Students need to be aware of your expectations. Create a forum where students can read about etiquette and access grading information. Model proper online interaction and reinforce appropriate behavior with public recognition.

- ❖ **Craft an effective question**

Incorporate multimedia resources into your questions to reduce the monotony of purely text based interactions. With the popularity of services like YouTube™, you can ask students to view a clip and ask for responses. Use the mashups feature to include images, videos, and slide presentations to your questions. Students can also add mashups to their replies.

- ❖ **Encourage new ideas**

If discussion posts contain too much agreement and not enough questioning of ideas, try assigning students with the last names A–M to support one side and N–Z to support the other.

- ❖ **Moderate**

Establish your presence by asking for clarification, resources, or input from silent participants.

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## SUGGESTIONS FOR FORUM SETTINGS

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Forum settings allow you to use the discussion board in different ways. For example, to fully control a forum, you create all threads, moderate, and grade the posts. For a student-led discussion, allow students to create new threads with the option of posting anonymously.

The following table includes some of the ways you can control the behavior of forums in a discussion board.

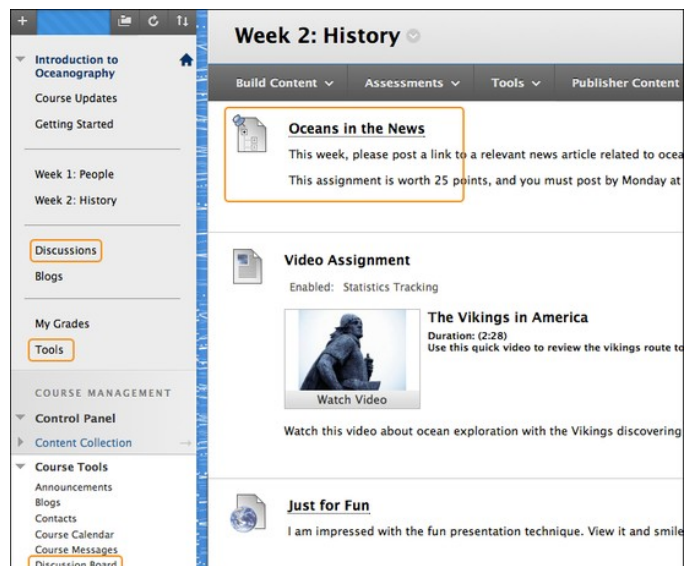
Goal	Forum Setting
Promote originality and a variety of ideas	You can create "post first" forums where you ask students to respond before they can read and reply to their classmates' posts.
Create effective social forums	Allow students to post anonymously and without worrying about receiving a grade. Allowing students to post anonymously is important at the beginning of a course when they are still becoming comfortable with discussions. Please note:
Monitor quality and behavior	Assign a moderator to review each post before making it public. To learn more, see Moderate Discussions.
Allow students to control the discussion	Allow students to edit, delete, and rate posts. To learn more about ratings, see How to Rate Posts. Also, you can allow students to create new threads and direct the discussion.
Have a tightly controlled forum and use it to evaluate student performance	Select the grading and moderating options. To be sure students focus on the existing threads, do not allow the creation of new threads.
Allow authors to edit their published posts	Consider locking the thread after grading. Users cannot change locked posts. To learn more, see How to Change a Thread's Status.

You cannot select some settings in combination. For example, if you are grading forums or threads, anonymous posts are not allowed. Also, if you enable thread grading, members cannot create new threads.

## ACCESS THE DISCUSSION BOARD

You can allow users to access the discussion board in several ways.

1. Course Menu link
2. Through the "Tools" Course Menu link
3. Link within a Content area
4. From the Control Panel, Course Tools > Discussion Board (This method is only accessible by instructors)





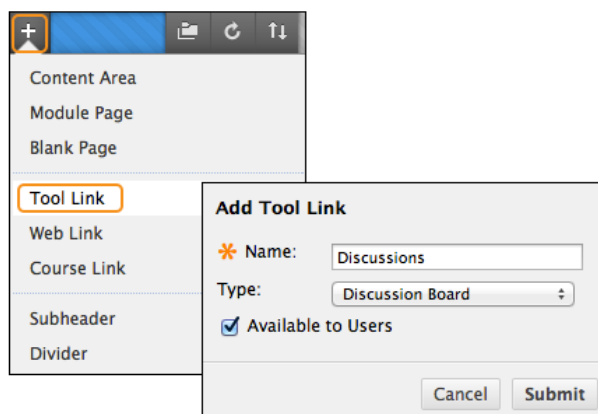
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## HOW TO ADD A DISCUSSION LINK ON THE COURSE MENU

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If you want students to access the discussion board often, you can include a link on the course menu for one-click access to the tool. You can also customize the name of the link. Adding a discussion link on the course menu will create a link to all available discussion boards within this course.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Discussion Board**.
5. Select the **Available to Users** check box.
6. Click **Submit**.



The screenshot shows the 'Add Tool Link' dialog box. The 'Name' field contains 'Discussions', the 'Type' dropdown is set to 'Discussion Board', and the 'Available to Users' checkbox is checked. The 'Submit' button is highlighted.

The new tool link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Access the link's contextual menu to rename, delete, or hide the link from students.

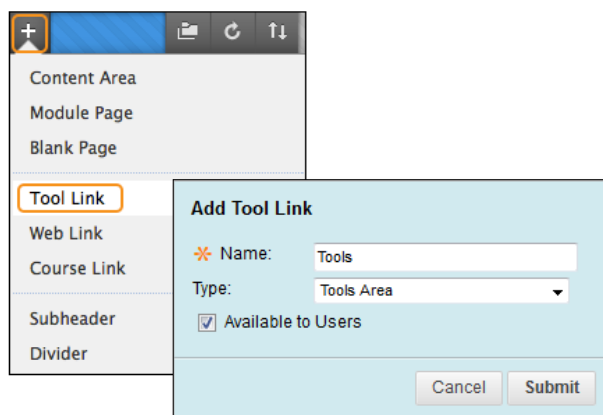
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## HOW TO ADD THE TOOLS AREA TO THE COURSE MENU

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By default the “**Tools**” area is in the course menu. The **Tools** area provides student’s easy access to some of the most commonly used course tools, such as the discussion board. The discussion board Tool item allows access to all available discussion boards within this course.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Tools Area**.
5. Select the **Available to Users** check box.
6. Click **Submit**.



The screenshot shows the 'Add Tool Link' dialog box. The 'Name' field contains 'Tools', the 'Type' dropdown is set to 'Tools Area', and the 'Available to Users' checkbox is checked. The 'Submit' button is highlighted.

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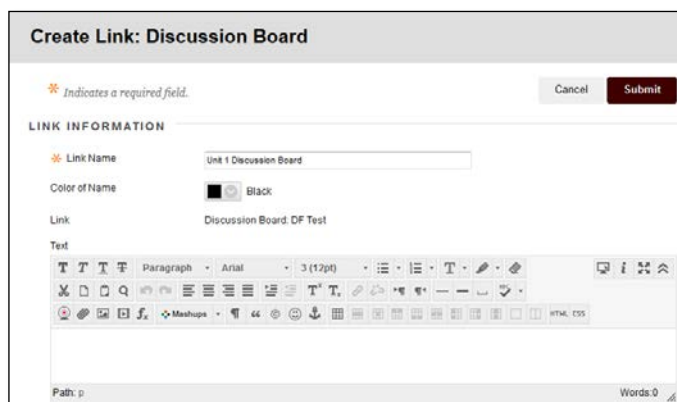
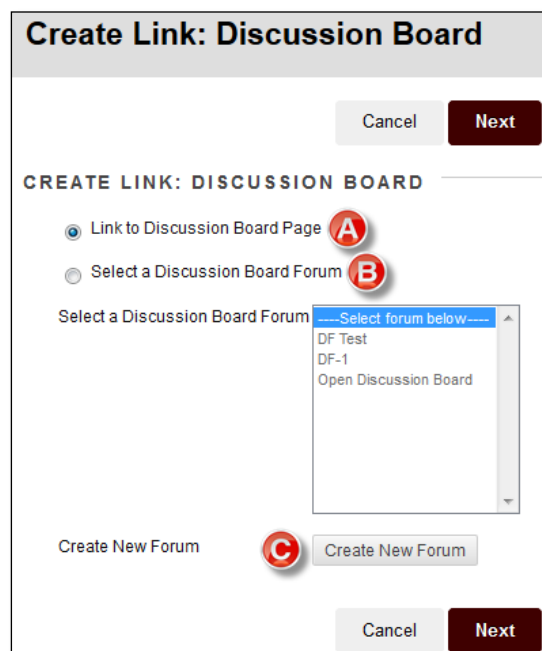
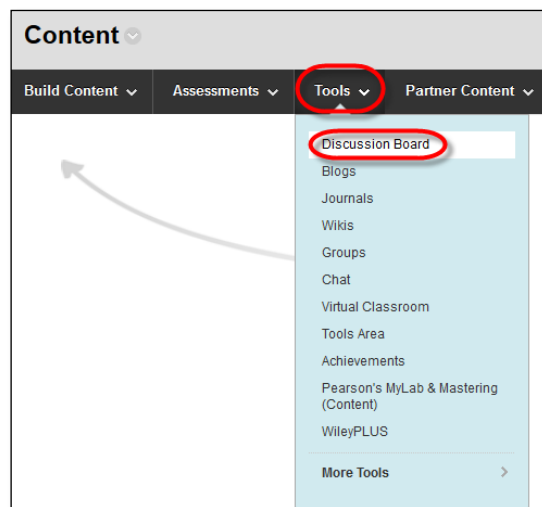
## HOW TO ADD A DISCUSSION LINK IN A COURSE AREA

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You can incorporate the discussion board into course areas, allowing students to access the tool alongside content. For example, you can add links to the discussion board itself or specific discussion forums to any content area, learning module, or folder.

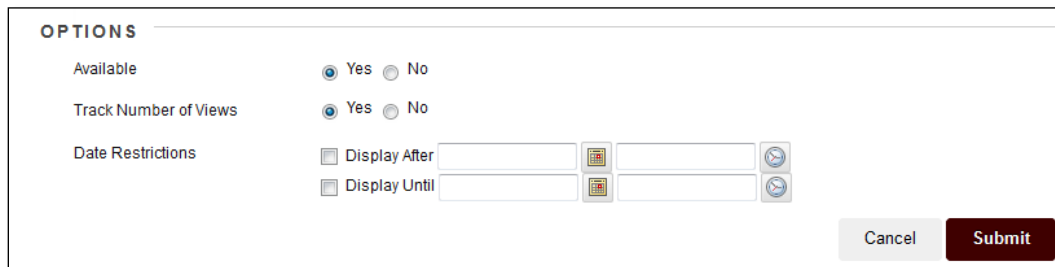
In a content area, you can add a forum link following lecture notes to gather questions on the material presented or after an assignment to gather students' perceptions on how they did.

1. Access the content area, learning module, lesson plan, or folder where you want to link to the discussion board or forum. Change **Edit Mode** to **ON**.
2. On the action bar, point to **Tools** to access the drop-down list.
3. Select **Discussion Board**.
4. On the **Create Link: Discussion Board** page,
  - A. Select the **Link to Discussion Board Page** option to link to the discussion board itself.  
(This option allows access to all available discussion boards within this course.)  
-OR-
  - B. Select the **Select a Discussion Board Forum** option and select a forum from the list.  
(This option allows for direct access to the selected discussion board.)  
-OR-
  - C. Click **Create New Forum** to add a link to a forum you create at this time. You select all forum settings at the time of creation. The newly created forum appears in the list of forums to choose from when adding the link in your course.  
(This option allows for direct access to the selected discussion board.)
5. Click **Next**.
6. On the next **Create Link: Discussion Board** page, type a **Link Name**. The **Link Name** cannot exceed 50 characters. Students click the name to access the discussion board or forum.
7. Optionally, type instructions or a description in the **Text** box. You can



use the content editor functions to format the text and include files, images, web links, multimedia, and mashups. Files uploaded from your computer are saved in Course Files or the Content Collection in the top-level folder.

8. For the **Available** option, select **Yes** to make the link available to users.
9. For the **Track Number of Views** option, select **Yes** . If you enable tracking, the number of times the link is viewed, when it is viewed, and by whom is recorded.



The 'OPTIONS' dialog box contains the following settings:

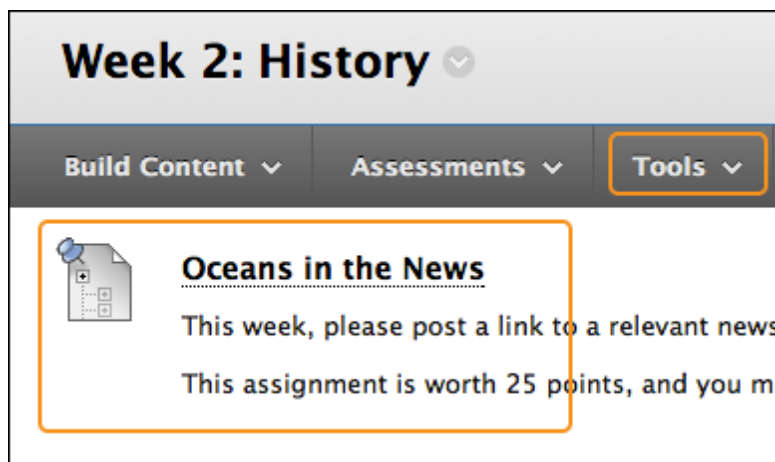
- Available:** ☒ Yes ☐ No
- Track Number of Views:** ☒ Yes ☐ No
- Date Restrictions:**
  - ☐ Display After [text box] [calendar icon] [time icon]
  - ☐ Display Until [text box] [calendar icon] [time icon]

Buttons: Cancel, Submit

10. For **Date Restrictions**, you can set the link to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

**Note:** *Display restrictions do not affect the availability of the discussion board or forum content, only when this link appears. Date restrictions for access to the discussion forum itself must be edited on the discussion board itself, not the link.*

11. Click **Submit**. The discussion link appears in the course area.



## BEST PRACTICE: EFFECTIVE QUESTIONS

The quality of the first post in a thread influences the thought level of subsequent postings. A carefully worded discussion question is perhaps the most important factor in using discussions to satisfy your learning objectives.



### Using Bloom's Taxonomy

You can use Bloom's Taxonomy to determine what type of question to develop, as well as how to word it. In this classification system, the least complex level, information recall, resides at the bottom of the pyramid as a knowledge base. At the top, evaluation, synthesis, and analysis require the most complex and abstract thinking. Discussions, along with creative assignments and group work, are for higher order thinking.



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## ESSENTIAL AND GUIDING QUESTIONS

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Essential and guiding questions may also draw out higher order thinking.

- Essential questions require skills, such as analyzing, synthesizing, or evaluating. Answers to essential questions cannot be readily found on the internet and copied; they must have personal meaning and insight constructed by the student.
- Guiding questions help students answer the essential question. These questions are subcategories of the main topic and may tap into lower levels of Bloom's Taxonomy.

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## IDEAS FOR GUIDING QUESTIONS

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You can develop guiding questions and use them in a number of ways:

- Students can work in small groups to develop their own guiding questions to help them answer the essential question.
- You can start with guiding questions and lead up to the essential question through the course of the discussion.
- You can include them with the initial post to help students get started.
- You can interject guiding questions when a lull occurs.

**Example:** Essential Question

- How would you design the perfect online instructor?

**Example:** Guiding Questions

- What assumptions do you hold about teaching effectiveness?
- How would you assess an instructor's performance?
- Identify a list of traits that describe the qualification of perfect. Think about your own experiences as a student.
- List traits you would avoid in designing the perfect instructor.

## CREATE FORUMS

A discussion board forum is an area where participants discuss a topic or a group of related topics. Within each forum, users can create multiple threads. A thread includes the initial post and all replies to it. You can create forums and threads to organize discussions into units or topics relevant to your course.

Forum settings allow you to use the discussion board in different ways. For example, to control a forum, an instructor creates all threads, moderates, and grades the posts. For a student-led discussion, you can allow students to create new threads with the option of posting anonymously. You can also create "post first" forums where you ask students to respond before they can read their classmates' posts.

**Forum: Climate Change in the News**

**This is a 'post-first' discussion forum.**

There is currently 1 thread in this forum. Join the conversation by creating a thread!

Create Thread

**Forum Description**

Climate change is a significant and lasting change in the statistical distribution of weather patterns over periods ranging from decades to millions of years. It may be a change in average weather conditions or in the distribution of weather around the average conditions.

Find a news article referencing climate change, provide a link to the article, and discuss the way climate change is presented in the article.

## THE CREATE FORUM PAGE

The forum description you provide appears when users create a thread and when they encounter a thread with the post first setting. Forum descriptions are often used as prompts for discussion and are visible where users are posting.

You can choose between **Standard View**, the default, and **Participants must create a thread in order to view other threads in this forum**, which is the post first setting.

Forum settings are grouped into related areas on the page, making it easier to scan and select options. Settings that are not available based on the current selections are grayed-out or have strike-through text.

**3. Forum Settings**

Viewing Threads/Replies ☐ Standard View ☒ Participants must create a thread in order to view other threads in this forum.

Grade ☒ No Grading in Forum ☐ Grade Discussion Forum: Points possible:  ☐ Grade Threads

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Create and Edit ☐ Allow Anonymous Posts ☐ Allow Author to Delete Own Posts ☐ All posts ☒ Only posts with no replies ☐ Allow Author to Edit Own Published Posts

For example, when you apply the post first setting, various settings are automatically set and made unavailable for change to maintain the integrity of the post first capability. An author is not allowed to delete his own posts to avoid a student posting something first to see others' posts, and then editing their post after the fact.

## HOW TO CREATE FORUMS

1. Access the discussion board tool area.
2. On the **Discussion Board** page, click **Create Forum** on the action bar.
3. On the **Create Forum** page, type a **Name**.
4. Optionally, type instructions or a description in the **Description** box. The **Description** appears below the forum name on the **Discussion Board** tools are. Forum descriptions are often used as prompts for discussion and are also visible when students click the Create Thread button within a discussion forum.
5. In the **Forum Availability** section, select **Yes** to make the forum available to users.  
Tip: You can create forums ahead of time and set the availability to **No** until the discussion is ready to start.
6. For **Enter Date and Time Restrictions**, you can set forums to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times or type dates and times in the boxes. Display restrictions do not affect the forum availability, only when it appears.
7. Select the **Forum Settings** based on your specific needs.

## VIEWING THREADS/REPLIES SETTINGS

To promote originality, creativity, and a variety of responses, you can select **Participants must create a thread in order to view other threads in this forum**, which is the post first setting. Students must respond before they can read their classmates' posts.

In **Standard View**, users can see all previously created threads in the forum.



**Forum Settings**

Viewing Threads/Replies

☒ Standard View

☐ Participants must create a thread in order to view other threads in this forum.

## GRADE SETTINGS

You can create a graded forum or thread and a column is created automatically in the Grade Center.

Select **Grade Discussion Forum** and type a point value to evaluate participants on performance throughout a forum.



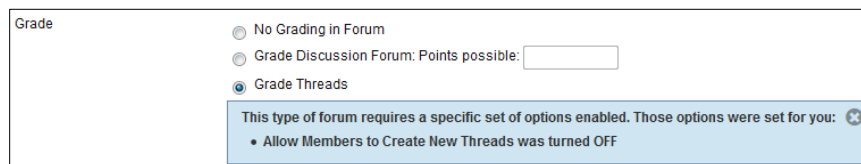
Grade

☐ No Grading in Forum

☒ Grade Discussion Forum: Points possible:

☐ Grade Threads

Select **Grade Threads** to evaluate participants on performance in each thread. Note that Create New Threads will now be turned off.




Grade

☐ No Grading in Forum

☐ Grade Discussion Forum: Points possible:

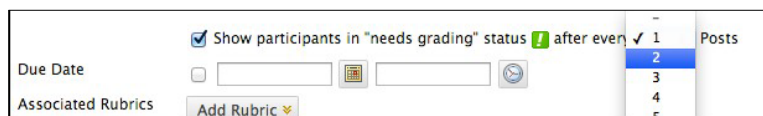
☒ Grade Threads

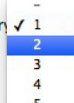
This type of forum requires a specific set of options enabled. Those options were set for you: 

- Allow Members to Create New Threads was turned OFF


If you are grading posts and want to retain the posts as they were at the time of grading, clear the check box for **Allow Author to Edit Own Published Posts**.

If you enable grading for the forum, select the check box for **Show participants in needs grading status** and select the number of posts from the drop-down list. Applying this setting displays the needs grading icon in the Grade Center and places the posts in the queue on the **Needs Grading** page after users make the specified number of posts. If you select a grading option and do NOT select the check box, the needs grading icon does not appear in the Grade Center and posts do not appear on the **Needs Grading** page.



☒ Show participants in "needs grading" status  after every  Posts

Due Date

Associated Rubrics  

**Note:** If you choose three posts from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and the discussion board until the specified number of posts is met.

## DUE DATE AND RUBRIC SETTINGS



When grading is enabled, you can select a **Due Date**. Due dates are used to organize and assign gradable items to grading periods in the Grade Center. Graded posts made after the due date are marked **LATE** on the **Grade Details** page in the Grade Center and on the **Needs Grading** page.

**Grade Details**

User: Chris Casper (ccasper) < > Column: Monday Night Moon Viewing (Discussion)

**Current Grade:** Needs Grading (out of 5 points) Exempt  
 Grade based on Last Graded Attempt  
 Due: Aug 12, 2013  
 Grade User Activity

Attempts		Manual Override	Column Details	Grade History
Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes
Aug 13, 2013 4:01:40 PM	Aug 13, 2013 4:01:40 PM (Needs Grading)			Grade User Activity

**Needs Grading**

Grade: All

Category: All Categories Item: All Items User: All Users Date Submitted: Any Date Go

22 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Discussion	Monday Night Moon Viewing	Chris Casper	August 13, 2013 4:01:40 PM	August 12, 2013

You can also associate a rubric to use for grading by pointing to Add Rubric.

**Grade**

☐ No Grading in Forum

☒ Grade Discussion Forum: Points possible: 50

☐ Grade Threads

☒ Show participants in "needs grading" status after event

**Due Date**

**Associated Rubrics**

Add Rubric

Select Rubric

Create New Rubric

Create From Existing

8. Click **Submit**.

On the **Discussion Board** page, the new forum appears at the bottom of the list.

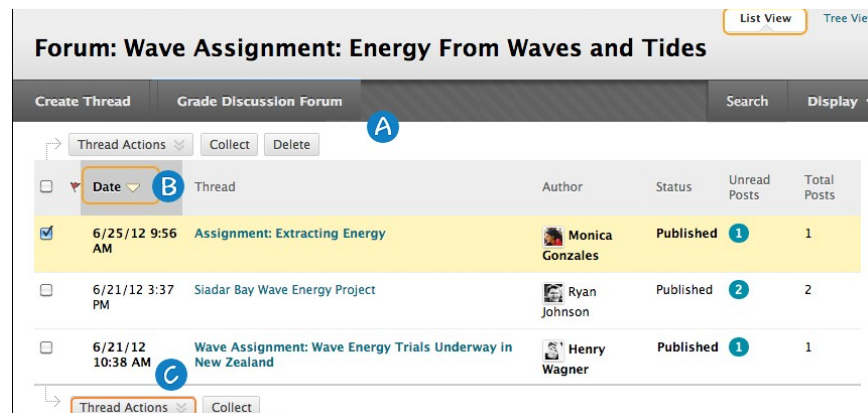
## LIST VIEW AND TREE VIEW

After you click a forum title, a page loads displaying all forum threads. View the page in either **list view** or **tree view**. This choice remains in effect until you change it. You may change it at any time. Change the view on the forum page, in the upper-right corner.

List View Tree View

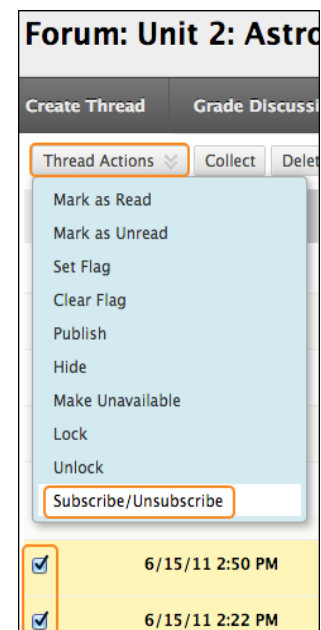
## LIST VIEW

Click List View to present the threads in a table format. Threads containing any unread posts appear in bold type.



Date	Thread	Author	Status	Unread Posts	Total Posts
6/25/12 9:56 AM	Assignment: Extracting Energy	Monica Gonzales	Published	1	1
6/21/12 3:37 PM	Sladar Bay Wave Energy Project	Ryan Johnson	Published	2	2
6/21/12 10:38 AM	Wave Assignment: Wave Energy Trials Underway in New Zealand	Henry Wagner	Published	1	1

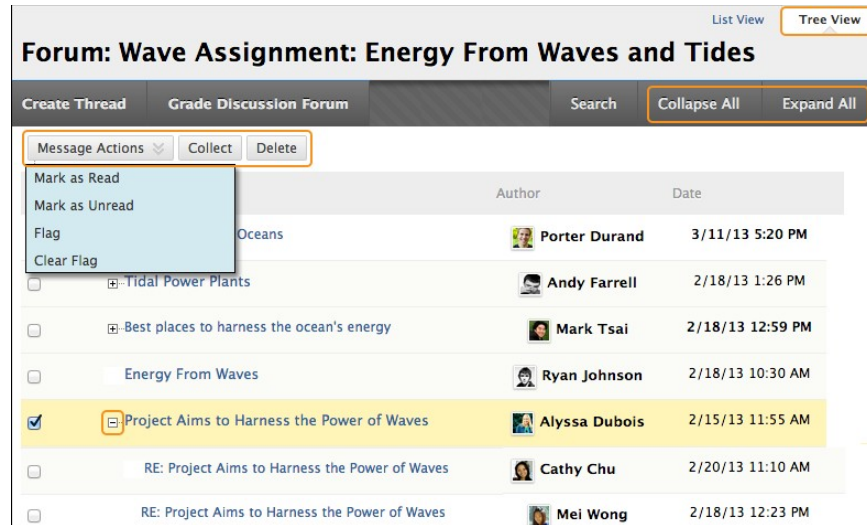
- A. From the action bar, you can create threads, grade, collect, or delete posts.  
*Note:* Depending on the settings you made when creating the forum, different functions appear on the action bar. For example, if you allowed tagging, a **Tags** function appears. If you enabled email subscription for the forum, a **Subscribe** function appears.
- B. To sort a column, click the column heading or caret.
- C. Select the check box next to a thread and make a selection from the **Thread Actions** drop-down list. You can select multiple threads or select the check box in the header to select all threads. The actions include:
- Marking threads read or unread.
  - Setting or clearing flags. Flags mark threads for later attention.
  - Editing the status of the selected threads.
  - Subscribing or unsubscribing for email alerts to new posts made to selected threads, if enabled.



Date	Thread	Author	Status	Unread Posts	Total Posts
6/15/11 2:50 PM	Assignment: Extracting Energy	Monica Gonzales	Published	1	1
6/15/11 2:22 PM	Sladar Bay Wave Energy Project	Ryan Johnson	Published	2	2
6/15/11 2:22 PM	Wave Assignment: Wave Energy Trials Underway in New Zealand	Henry Wagner	Published	1	1

## TREE VIEW

Click **Tree View** to show the thread starter messages and their replies. From the action bar, you can create threads, collect, or delete posts.



Expand and collapse threads with the plus and minus icons next to the titles. If a thread starter message contains unread posts, the thread starter title appears in bold type. On the action bar, use the **Collapse All** and **Expand All** functions to hide or see all posts included in all threads.

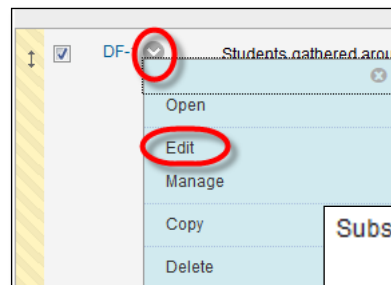
Select the check box next to a thread and make a selection from the **Message Actions** drop-down list on the action bar. You can select multiple threads or select the check box in the header to select all threads. Actions include marking threads read or unread and setting or clearing flags. Flags mark threads for later attention.

## HOW TO ALLOW EMAIL ALERTS FOR NEW DISCUSSION POSTS

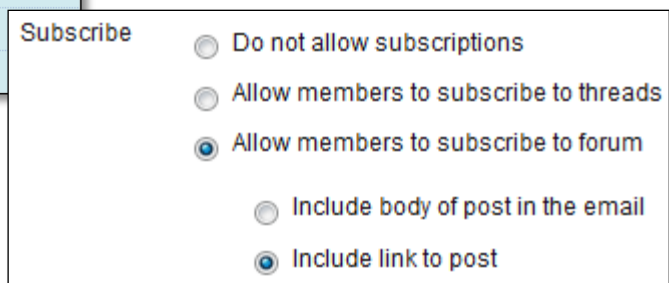
When you enable email subscription, students can receive email alerts for new posts or replies. This email will send to their WT email account. You can allow students to subscribe to an entire forum or to specific threads within a forum.

When you first create a forum or when you edit the forum settings, you select the options for subscriptions to forums or threads.

1. Access a forum's contextual menu.
2. Select **Edit**.



3. On the **Edit**



**Forum** page, in the **Forum Settings** section, select the **Subscribe** options.

- a. *Allow members to subscribe to threads*: Users can select specific threads within the forum.
- b. *Allow members to subscribe to forum*: Users can subscribe to all threads within the forum.
  - i. *Include body of post in the email*: Displays the message text and a link to reply to the message in the email notification.

**Note:** This may result in students not returning to the forum to respond. Instead, they will attempt to reply from their email resulting in the response not appearing in the forum.
  - ii. *Include link to post*: Displays a link to the message in the email notification.

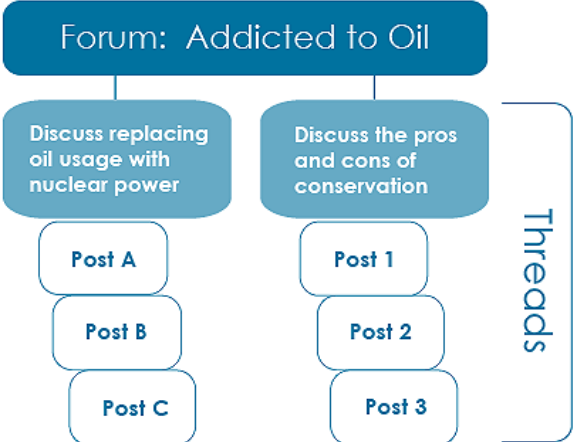
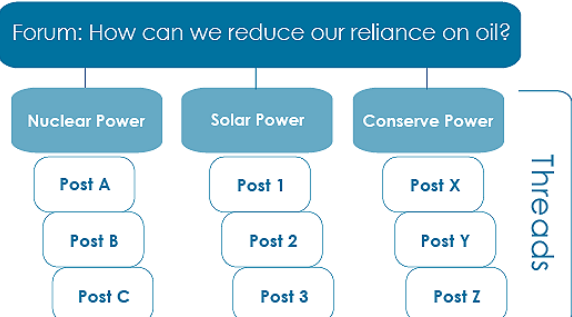
4. Click **Submit**.

## CREATE THREADS

In a discussion board forum, you can start new threads to begin a conversation. A thread includes the initial post and all replies to it. When you create a forum, you can allow or not allow members to start threads. Generally, the purpose of the forum dictates whether members can start threads. A moderated, graded forum used to evaluate student performance is usually tightly controlled, and members cannot create threads. Other forums are designed for members to share opinions and thoughts on tangential or unrelated topics. In this case, you might allow members to create threads and spark discussions.

To help organize your view, you can change the status of existing threads and determine which threads appear in a forum.

*Note:* Instructors and students create threads in the same way. If you enabled grading, you can also set the thread to be graded.

Example 1	Example 2
<p>You create a forum that addresses a broad subject, such as "Addicted to Oil." Next, you create two threads containing the specific issues to be discussed, such as replacing oil usage with nuclear power, and the pros and cons of conservation. To ensure students post only to existing threads, consider disallowing thread creation in the forum settings.</p>  <p>The diagram for Example 1 shows a forum titled "Forum: Addicted to Oil". Below this forum are two threads. The first thread is titled "Discuss replacing oil usage with nuclear power" and contains three posts labeled "Post A", "Post B", and "Post C". The second thread is titled "Discuss the pros and cons of conservation" and contains three posts labeled "Post 1", "Post 2", and "Post 3". A vertical bracket on the right side of these two threads is labeled "Threads".</p>	<p>You create a forum and ask a question or provide the instructions or details in the description, such as "How can we reduce our reliance on oil?" Then, students create threads for each solution to the problem of oil addiction. All members post to existing threads to comment on given answers or create new threads to present new solutions. In the forum settings, be sure you select the <b>Allow Members to Create New Threads</b> option.</p> <p><i>Note:</i> If you enable thread grading, members cannot create new threads.</p>  <p>The diagram for Example 2 shows a forum titled "Forum: How can we reduce our reliance on oil?". Below this forum are three threads. The first thread is titled "Nuclear Power" and contains three posts labeled "Post A", "Post B", and "Post C". The second thread is titled "Solar Power" and contains three posts labeled "Post 1", "Post 2", and "Post 3". The third thread is titled "Conserve Power" and contains three posts labeled "Post X", "Post Y", and "Post Z". A vertical bracket on the right side of these three threads is labeled "Threads".</p>

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## HOW TO CREATE THREADS

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In the following example, you create a graded thread.

*Note:* Files uploaded by students are not saved in the course repository.

1. Access a discussion board forum.

- On the action bar, click **Create Thread**. Forum descriptions display when users create a thread and when they encounter a thread with the post first setting. Forum descriptions are often used as prompts for discussion, so they are visible where users are posting.

**Note:** The Forum Description is edited from the Discussion Forum Tool area, not from within a Content area.

- On the **Create Thread** page, type a **Subject**.
- Type instructions, a description, or a question in the **Message** box.
- To attach a file, in the **Attachments** section, attach a file using one of the following options:

- To upload a file from your computer, click **Browse My Computer**.
- To upload a file from the course's storage repository, click **Browse Content Collection**.

- If you chose to grade threads when you created the forum, you decide on a thread-by-thread basis whether to grade a thread. In the **Grading** section, select the check box for **Grade Thread** and type **Points possible**. Select the check box for **Show participants in needs grading status** and select the number of posts from the drop-down list. Applying this setting displays the needs grading icon in the Grade Center and places the posts in the queue on the **Needs Grading** page after users make the specified number of posts. If you select a grading option and do NOT select the check box, the needs grading icon does not appear in the Grade Center and posts do not appear on the **Needs Grading** page.

**Note:** If you choose three posts from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and the discussion board until the specified number of posts is met. You can also associate a rubric to use for grading by pointing to **Add Rubric**.

**Create Thread**

\* Indicates a required field.

Cancel Save Draft Submit

**1. Forum Description**

This week, post a relevant news story to one of the threads.  
This assignment is worth 25 points.

**2. Message**

\* Subject: Noise Pollution in Oceans

Message

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Link, Unlink, Image, Video, Audio, Table, List, Indent, Outdent, Undo, Redo, Source, HTML, CSS.

How does noise caused by human activity affect the natural habitat of animals and the natural balance of oceans?

Path: p Words: 18

**3. Attachments**

Attach File Browse My Computer Browse Content Collection

**3. Grading**

Grade Thread ☒

Points possible: 25

☒ Show participants in "needs grading" status after every 1 Posts

Due Date

Associated Rubrics

- Click **Save Draft** to store a draft of the post or click **Submit** to create the thread.

The newly created thread appears in the forum.

If you enabled thread grading, two functions appear in the **Grade** column:

1. Click **Grade** to enable grading for a thread and assign a value.
2. Click **Grade Thread** to evaluate the posts.



## HOW TO CHANGE A THREAD'S STATUS

You can change the status of a thread to keep students focused on relevant discussions and to help organize a forum containing many threads. When a user creates and submits a thread, it is assigned the Published status.

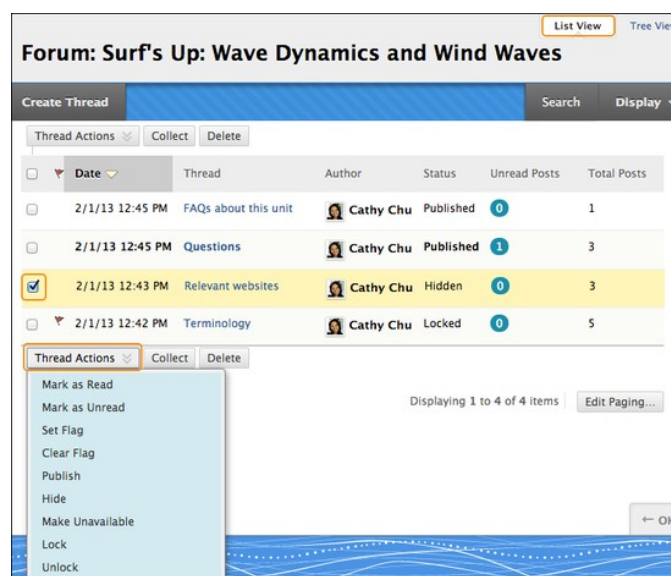
The following table describes which thread status to select to accomplish various objectives.

Status	Goal for Thread
<b>Publish</b>	Make a thread available to all users.
<b>Hide</b>	<p>Hide a thread from immediate view, but still allow users the option of reading the thread. Unneeded content is hidden from view, helping users find relevant content. Users cannot reply to or edit hidden threads even if editing is enabled for the thread.</p> <p>Users can view hidden threads using the Display drop-down list on the action bar.</p> <p>When you do not want the thread hidden, change the status to Publish.</p>
<b>Make Unavailable</b>	Hide a thread from view of all users except forum managers.
<b>Lock</b>	Allow users to read a thread, but not edit or add to it. Locking a thread allows you to assign grades without users updating or changing posts.
<b>Unlock</b>	Unlock a locked thread to select another status.

Use the following steps to change the status of a thread or multiple threads at one time.

1. Access a forum and change to **List View**, if needed.
2. Select the check box next to each thread requiring a change of status. You can select multiple threads or select the check box in the header to select all threads.
3. From the **Thread Actions** drop-down list, select a new status for the selected thread or threads.

The status for each thread appears in the





**Status** column. If you save a draft of a thread to edit in the future, **Draft** appears in the **Status** column. To access your drafts, you must select **Show All** or **Drafts Only** from the **Display** drop-down list on the action bar.

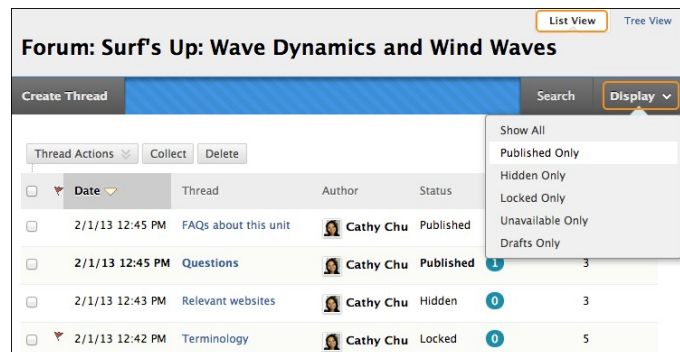
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## HOW TO CHANGE WHICH THREADS APPEAR

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If you have many threads in a forum and assign different statuses to the threads, you can choose which threads appear in a forum. For example, if you start several threads and save them as drafts, you can choose to show only those drafts and select the threads to edit and publish.

1. Access the forum and change to **List View**, if needed.
2. On the action bar, point to **Display** to access the drop-down list.
3. Select the type of threads to view in the forum.



The forum page displays only those threads that have the status selected from the Display drop-down list.

---

## SAVE A POST AS A DRAFT TO SUBMIT LATER

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The **Save Draft** function is available if you need to return to your post at a later time. This function saves your comments and files on the page.

To access your post later, return to the forum page and point to **Display** to access the drop-down list. Select **Drafts Only** to view the saved post. While viewing your post, point to it to view the functions for **Edit** and **Delete**. When you click **Edit**, the content editor opens.

You can make edits, add or delete files, and use the functions in the content editor. Click **Submit** to publish the post.



## REPLY TO DISCUSSION POSTS

In the discussion board, threads grow as users respond to the initial and subsequent posts. Replies build on one another to construct a conversation. As the number of posts grows, users can filter, sort, collect, and tag posts, if tagging is enabled.

To help students understand your expectations, establish discussion etiquette immediately. You can model proper online interaction and reinforce appropriate behavior with public recognition. In addition, you can provide specific guidelines, such as:

- Use descriptive subject lines to make threads easy to follow and scan.
- Keep posts short and use uncomplicated language. Your audience is reading onscreen and may have several messages to read.
- Back up your statements when you agree or disagree with others.
- Use professional language, including proper grammar, in academic-related posts. No slang, emoticons, or chat acronyms allowed.
- Use attachments or links to websites for long, detailed information.
- Stay on topic. If you want to introduce a new tangent, find a suitable forum or start a new thread if it is allowed.
- Be respectful of other people's opinions and remember the golden rule—to treat others as you want to be treated.

For graded forums and threads, tell students specifically what you expect both in terms of quantity and quality of posts, and consider sharing some exemplary posts. You can also use rubrics to help students understand your objectives. By compiling your grading criteria in a rubric, you can provide students with clear performance standards and grade consistently.

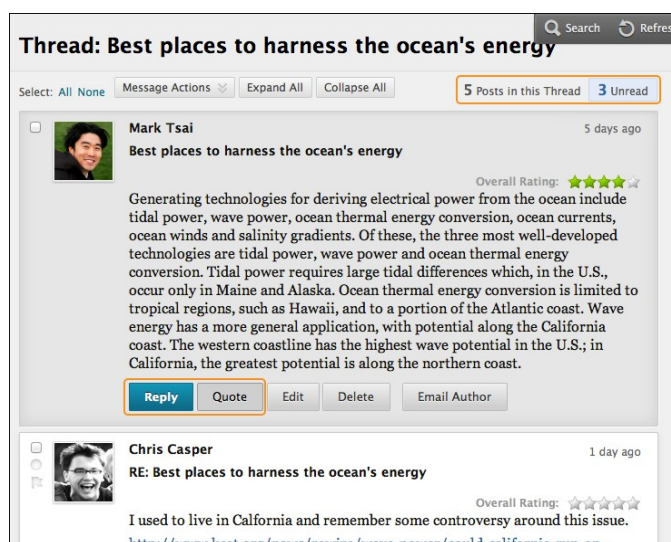
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## HOW TO REPLY TO A THREAD

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Users can reply to published threads, but cannot reply to locked or hidden threads.

1. Access a forum and select a thread.
2. On the thread's page, you can view the text of the post and information, such as the author and posted date. All replies appear on the same page with the parent post.
3. For the first post, click **Reply**. Point to the post to see other functions such as **Quote**, **Edit**, **Delete**, and **Email Author**. The **Quote** function includes the post's text as part of your reply. For other posts on the page, point to the message and **Reply** and the other functions appear.



4. The page expands below the post you are responding to, allowing you to view the post and access the content editor.
5. If needed, edit the **Subject**. Provide your reply in the **Message** box.

- To attach a file, following the **Message** box, attach a file using one of the following options:
  - To upload a file from your computer, click **Browse My Computer**.
  - To upload a file from the course's storage repository, click **Browse Content Collection**.
- Click **Save Draft** to store a draft of the post or click **Submit** to publish your reply.



Cathy Chu

Nice start

Overall Rating: ★★★★★

1 minute ago

Wave and tidal power represents the logical "next-step" in renewable energy strategy.



Oregon State University  
Conceptual Wave Park

Magnetic field generator

Electric Coil  
connected to  
generating device

Permanent Magnet  
Linear Generator Study

Source: Nicole Rafter Hager, 1978

Tidal power requires large tidal differences which, in the U.S., occur only in Maine and Alaska. Ocean thermal energy conversion is limited to tropical

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## HOW TO RATE POSTS

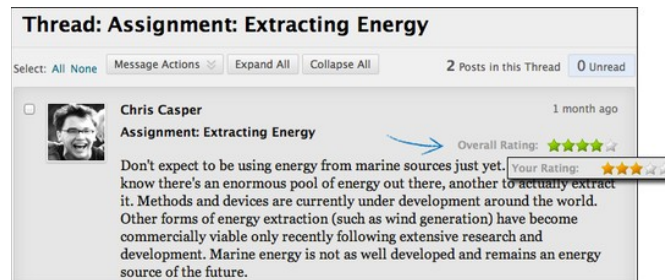
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You can use the discussion board for peer review. Students start threads and include their work in their initial posts. Other users review the work, assign a rating to the initial post, and include comments in a response.

Rating posts also allows users to focus on messages considered especially informative or useful by others. If you enabled rating, users can rate posts using a five star system. You can also rate posts.

*Note:* To enable rating, select the **Allow Members to Rate Posts** option when creating or editing the forum.

1. Access a forum and select a thread.
2. On the thread's page, when you point to a thread's rating area, it changes to show **Your Rating**.
3. Select one to five stars. You can add and delete stars at any time.
4. Your rating is included in the **Overall Rating**—the combined rating of all users.



## MANAGE DISCUSSIONS

You can perform tasks to manage both the discussion board itself and the content within forums and threads. For example, to keep students focused as the term progresses, edit forum settings or organize forums and threads to attract attention again. You can also add forums to other locations, edit content, and delete unneeded forums or threads. To help students locate important posts, you can enable tagging and attach tags.

You can assign forum roles to limit access to a forum or to help with forum administration. For example, to help control the discussion board content that is presented to your students, you can assign a responsible user the role of moderator.

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## HOW TO EDIT FORUMS

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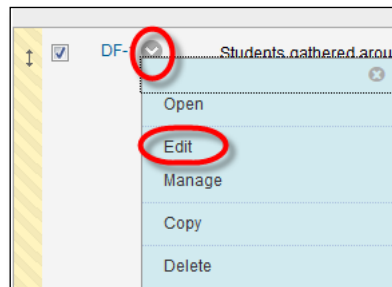
As the discussion progresses, you can solve some discussion issues by editing forum settings. For example, if students are posting to the wrong topic, you can fine-tune the forum name or description to clarify the forum's purpose.

Tip: You can create all forums at the beginning of the term and make them unavailable. When you need a forum, edit the forum to make it available.

1. Access the discussion board tool area by either:
  - a. Clicking on Tools in the Course Menu and selecting Discussion Board
  - Or
  - b. In the Control Panel, selecting Course Tools, clicking on Discussion Board, and selecting the class from the list

2. Access a forum's contextual menu.

3. Select **Edit**.



4. On the **Edit Forum** page, change the forum's name, description, availability, and settings.
5. Click **Submit**.

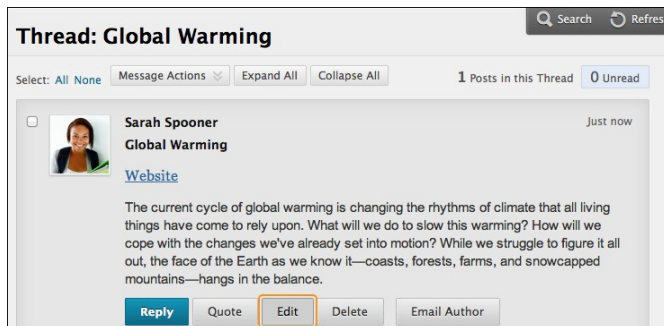
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## HOW TO EDIT THREADS

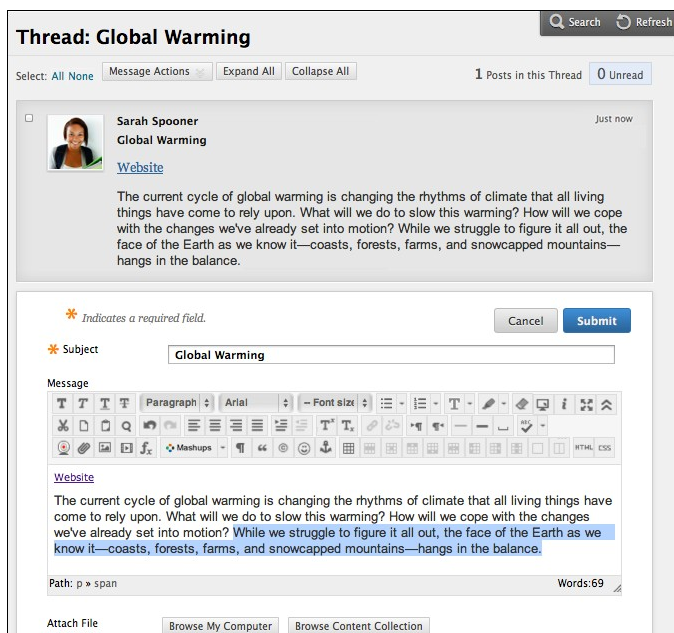
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You can edit posts in any thread. If a student added inappropriate or inaccurate content, you can edit the post. When you create or edit a forum, you determine whether students are allowed to edit their published posts.

1. Access the discussion board tool area by either:
  - a. Clicking on Tools in the Course Menu and selecting Discussion Board
  - Or
  - b. In the Control Panel, selecting Course Tools, clicking on Discussion Board, and selecting the class from the list
2. Access a forum and select a thread.
3. On the thread's page, point to a post so all of the functions appear.
4. Click **Edit**.



5. The page expands to allow you to make edits in the content editor while viewing the original post.



6. Click **Submit**. Your edits appear in the post.

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## HOW TO DELETE FORUMS AND THREADS

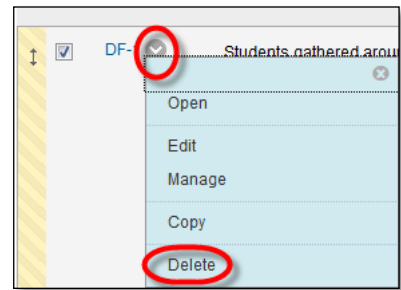
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When you delete a forum or thread, all content is permanently deleted. You will not be able to refer to the posts if a student wants to dispute a grade. For a less permanent solution, you can make a forum unavailable.

When you delete graded discussion content, you determine if the Grade Center column and scores are also deleted.

1. Access the discussion board tool area by either:
  - a. Clicking on Tools in the Course Menu and selecting Discussion Board
  - Or
  - b. In the Control Panel, selecting Course Tools, clicking on Discussion Board, and selecting the class from the list

2. Access a forum or thread's contextual menu.
3. Select **Delete** to permanently delete the forum or thread's content.
4. Click **OK** in the pop-up window.
5. On the **Delete Confirmation** page, you have two options:



- *Do not select check boxes:* The graded forum or thread will be deleted, but the Grade Center column and scores you assigned are retained. For example, you graded all students' posts and want to keep the Grade Center column for the final grade calculations. If you delete the forum or thread, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.

**Delete Confirmation**

CancelRemove

**1. Delete Grade Column**

Warning: The following content are gradable or contains threads that are gradable. To delete the Grade Center item(s) for the content, check the check box below. This action cannot be undone. To prevent content from being deleted, hit Cancel below.

<input checked="" type="checkbox"/>	Content With Associated Grade Center Column(s)
<input checked="" type="checkbox"/>	Wave Assignment: Energy From Waves and Tides

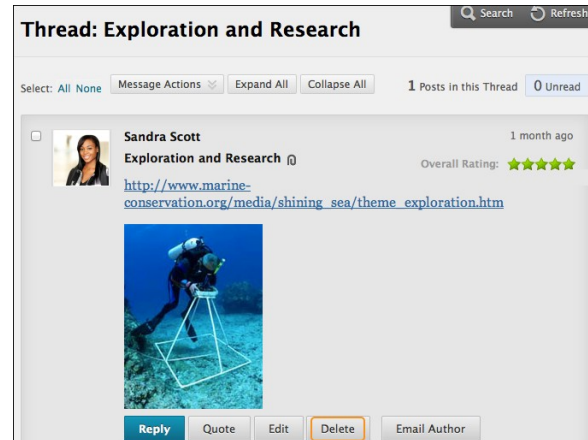
- *Select the check boxes:* The grade column in the Grade Center and the forum or thread are deleted. For example, if you do not want to include the grade column for the discussion posts in the final grade, you can safely delete both.

6. Click **Remove**.



## DELETE INDIVIDUAL POSTS

On a thread's page, you can delete individual posts within a thread using the Delete function. This action is irreversible. Any replies to the post you are deleting will also be permanently deleted.



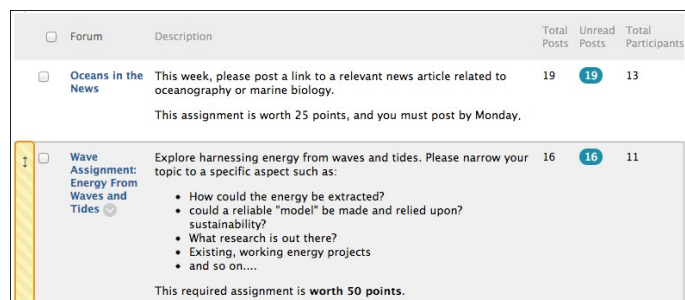
## HOW TO REORDER FORUMS

You can help students focus on the most relevant content by reorganizing your discussion board. When you create a forum, it is added to the bottom of the list. You can move the current forum to the top or delete forums that are no longer relevant.

Reorder forums using the drag-and-drop function—a double-tipped arrow or handle—to move them into place. Alternatively, reorder forums using the keyboard accessible reordering tool on the action bar.

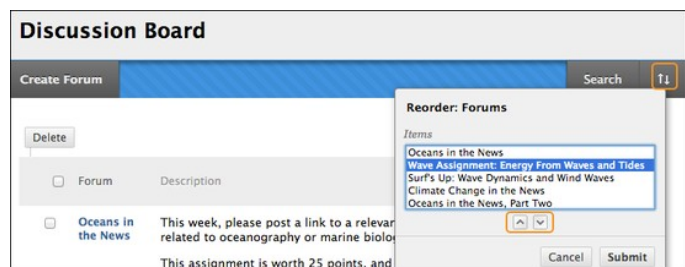
## DRAG-AND-DROP FUNCTION

1. Access the discussion board and press the arrows next to a forum you want to move. The item is highlighted.
2. Drag the forum into a new location in the list.
3. Release the forum to place it in its new location.



## KEYBOARD ACCESSIBLE REORDERING TOOL

1. On the action bar, click the keyboard accessible reordering icon represented by two arrows.
2. In the **Reorder** box, select a forum title.
3. Below the **Reorder** box, use the up and down arrows to adjust the order.
4. Click **Submit**. A pop-up box states: **Items have been reordered.**
5. Click **OK**.



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## HOW TO COPY FORUMS

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You can copy discussion forums and add them to the current discussion board or to a group discussion board in the same course. Copying does not delete the content from the original location in a course. You have the option to copy a forum, the settings, and the posts, or to copy just a forum's settings.

*Note:* To copy discussion board forums to another course, use the copy course utility.

### Example: Copy the entire forum

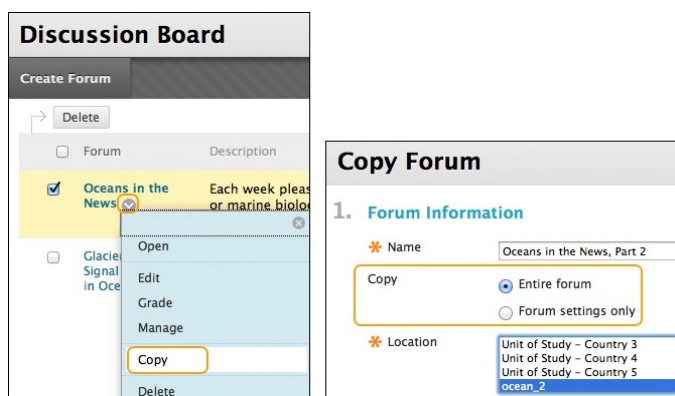
If two distinct topics emerge during a discussion, you can create separate forums for these topics. Copy the forum and delete the off-topic posts from each forum.

When you copy content, all threads and replies appear in the new location, along with any file attachments.

### Example: Copy forum settings only

You can base a new forum on the settings from another forum. If you want students to submit a second research paper, copy the settings of the first research paper's forum. The forum is added with no threads.

1. Access a forum's contextual menu.
2. Select **Copy**.



3. On the **Copy Forum** page, type a **Name**.
4. Select the option to copy either: **Entire forum** or **Forum settings only**.
5. In the **Location** box, select a discussion board to copy to. To select the course's discussion board, select the course ID.
6. Click **Submit**. On the **Discussion Board** page, the copied forum is added to the bottom of the list.

*Note:* Discussion forums you copy to a group discussion board only include messages authored by the group's members.



## SEARCH AND COLLECT DISCUSSIONS

In the discussion board, you can search for specific text, such as a phrase, word, or part of a word. The results appear on a search results page.

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### HOW TO SEARCH DISCUSSIONS

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1. Access the discussion board, a forum, or a thread.

2. On the action bar, click **Search**. The **Search** field expands.

3. Type a search criterion in the **Search** box.

4. In the drop-down list, select an area to search:

- Current Discussion Board
- All Forums in Course
- Current Forum
- Current Thread

*Note:* The options in the drop-down list depend on where your search began. **All Forums in Course** includes any group discussion boards in your course. Students do not see results from group discussion boards unless they are members of that group.

5. To further narrow your search results, select the **After** and **Before** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times.

6. Click **Go**.

The image shows two screenshots of a 'Discussion Board' interface. The top screenshot shows the 'Search' button in the top right corner. The bottom screenshot shows the search results page with the 'Search' field expanded to show a dropdown menu with options: 'Current Discussion Board' (selected), 'All Forums in Course', 'Current Forum', and 'Current Thread'. The 'Go' button is also highlighted.

On the **Search Results** page, you can read and print the results. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the **Sort By** and **Order** drop-down lists on the action bar.

On this page, you can also reply to posts and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the thread's page.

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### HOW TO COLLECT POSTS

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On a thread page, you can read all the posts made to the initial post. If many posts appear, you can reduce the list using the collect function. After collecting posts, you can filter, sort, print, and tag them.

The collect function is also available from the forum page where you can gather all the posts made to different threads. After collecting posts, filter and sort the messages to further organize them.

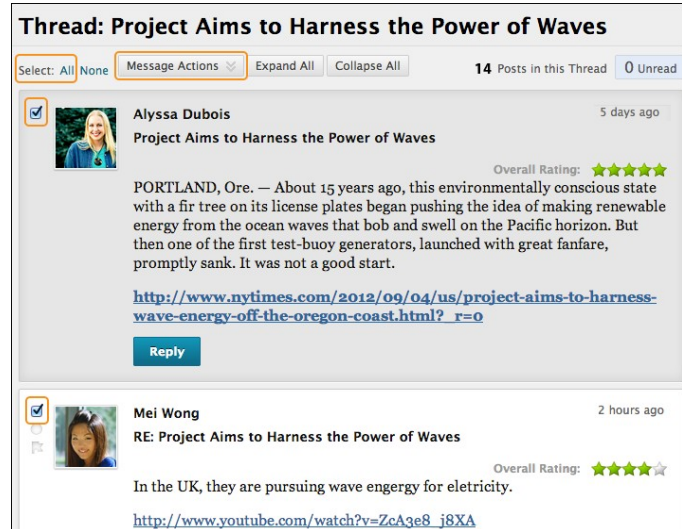
Use the following steps to collect posts in a thread.

*Note:* To select all but a few posts in a long list in a thread, click **Select: All** on the action bar. All check boxes for all the posts are selected and you can clear the check boxes for the posts you do not need.

1. Access a forum and select a thread.
2. On the thread's page, select the check boxes of the posts to collect. If a post has replies and you want them to appear on a collection page, select the check boxes for those messages.
3. On the action bar, point to the **Message Actions** drop-down list and select **Collect**.

On the **Collection** page, you can read and print the results. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.

On this page, you can also reply to posts and mark messages read or unread. Click the **Quote** function to include the post's text as part of your reply. To view the responses to a post, click the post's hyperlinked title to navigate to the thread's page.

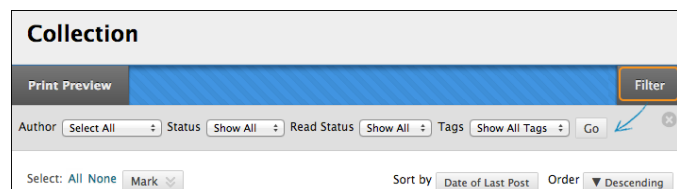


## HOW TO FILTER POSTS AFTER SEARCHING OR COLLECTING

To narrow your search results or sort a collection, you can use the filter function. If you print the posts after filtering, they print in the order they appear on the page.

*Note:* If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the **Search Results** or **Collection** page, click the **Filter** function on the action bar to expand the field. Select options from the following drop-down lists:
  - **Author:** Select All or select an author.
  - **Status:** Show All or select a status.
  - **Read Status:** Select Show All, Read, or Unread posts.
  - **Tags:** Show All tags or select a tag. You need to enable the tag function at the forum level for this drop-down to appear.
2. Click **Go** to apply the selections. You can further organize the results using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.
3. Click the **X** to close the **Filter** field.



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## HOW TO SORT POSTS AFTER SEARCHING OR COLLECTING

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To narrow your search results or sort a collection, you can use the Sort by and Order drop-down lists. If you print the posts after sorting, the posts print in the order they appear on the page.

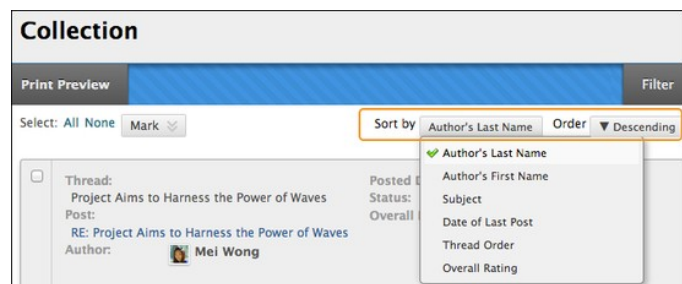
*Note:* If the author or authors of some posts are no longer enrolled in your course, the posts may appear out of order.

1. On the **Search Results** or **Collection** page, point to **Sort by** on the action bar to access the drop-down list.

2. Select an option:

*Note:* If you enabled the rating of posts, you can also sort by **Overall Rating**.

- Author's Last Name
- Author's First Name
- Subject
- Date of Last Post
- Thread Order



3. On the action bar, point to **Order** to access the drop-down list.
4. Sort posts in ascending or descending order.

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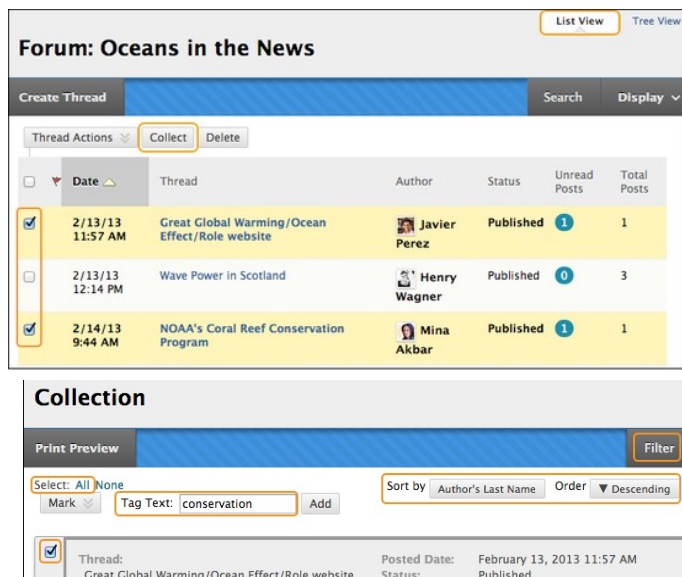
## HOW TO TAG THREADS

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Tags are text labels that act like bookmarks. You can tag posts to group similar messages together. For example, if the subject of scientific notation is discussed often, tag each of the posts on this topic. Students can read, filter, and search messages using these tags, but they cannot create tags.

In a forum's settings, you must enable **Allow Post Tagging** so you can create tags.

1. Access the forum containing the threads to tag.
2. In **List View**, select the check boxes for the thread or threads to tag. You can select all the threads in a forum by selecting the check box in the header row.
3. On the action bar, click **Collect**.
4. On the **Collection** page, you can filter and sort your results.
5. Type a tag name in the **Tag Text** box.

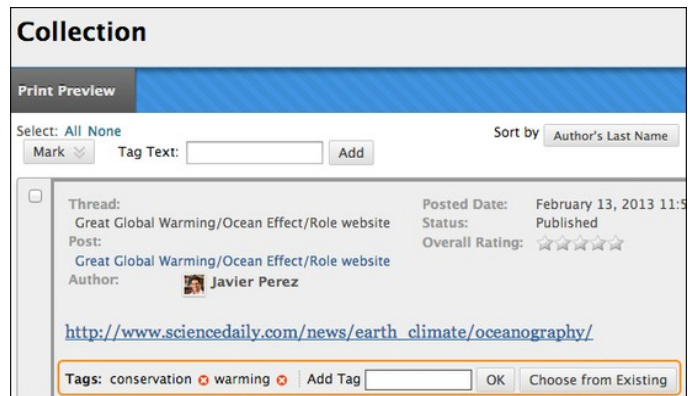


6. Select the check boxes of the messages to assign the tag name to. To select all the messages, click **Select: All** above the list.
7. Click **Add** next to the **Tag Text** box.

### ON THE COLLECTION PAGE

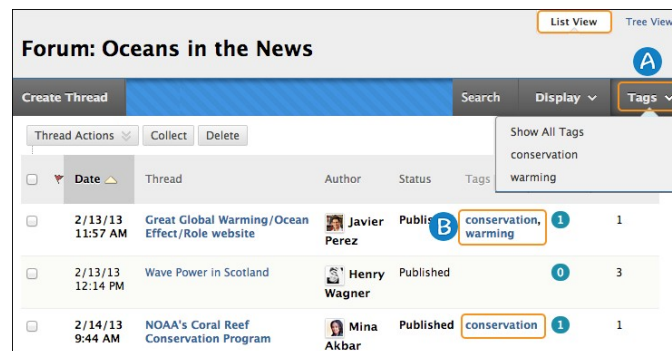
On the **Collection** page, the tag you provided appears below each message you selected. If you provide multiple tags, all appear. You can include more tags following the same steps. To delete a tag, click the red **X** next to it.

Alternatively, you can add a tag to an individual message. Below the message, type the tag in the **Add Tag** box and click **OK** or click **Choose from Existing** to choose a tag from a list of tags that appear on the **Collection** page.



### ON THE FORUM PAGE

On the forum page, all tags appear in the **Tags** column. The column is only visible in **List View**.



- A. On the action bar, click **Tags** to access the drop-down list and select a tag or **Show All Tags**. After you make a selection, only those messages appear on the forum page.
- B. To sort messages by tag, click a tag in the **Tags** column. The messages with that tag appear on a collection page.

## GRADE DISCUSSIONS

In a face-to-face classroom setting, students are expected to participate in class discussions and that participation is part of the equation when assessing performance. You may find that assessing this type of participation is ambiguous. How do you differentiate between a student who is active, but does not advance the discussion, from a student who speaks less frequently, but with greater impact?

Student interactions with the discussion board create a permanent record of participation, yet you also need to have reasonable expectations about what can be accomplished in an online discussion. Due to its nature, more time may be needed for well-articulated points to emerge in the online environment. In addition to providing a practical number of course discussion opportunities, students need timely and constructive responses regarding the quality of their contributions. Evaluation not only lets them know how they performed, but shapes the improvement of future interactions.

You can assign discussion grades within a forum or thread. You can assign grades based on student participation, on the quality of their posts, or a combination of the two. You can create rubrics and refer to them while grading forums and threads, but you need to create and associate the rubrics in advance.

The following table details the four steps in the discussion grading process.

Activity	Description
<b>Create</b>	When you create a graded forum or thread, a column is created automatically in the Grade Center. The name of the forum or thread is used as the column title. You can edit the title in the Grade Center.
<b>Participate</b>	Students participate in the discussion. As the discussion progresses, you can participate and provide feedback by replying to, rating, and moderating posts.
<b>Grade</b>	You view students' posts and assign grades. You can lock threads after they are graded.
<b>View Grade</b>	The grades are saved in the discussion board and the Grade Center. Students can view their grades in <b>My Grades</b> .

## HOW TO ENABLE DISCUSSION GRADING

When you create or edit a forum, you can enable grading options. After you enable grading, a Grade Center column is created automatically.

The grade settings appear in the **Forum Settings** section of the **Create Forum** page and the **Edit Forum** page.

- Select **Grade Discussion Forum** and type a point value to evaluate participants on performance throughout a forum.
- Select **Grade Threads** to evaluate participants on performance in each thread.
- Optionally, select the check box for

The image shows two screenshots of the 'Forum Settings' page. The top screenshot highlights the 'Grade' section where 'Grade Discussion Forum' is selected with a point value of 60. The bottom screenshot highlights the 'Show participants in "needs grading" status' checkbox, which is checked, and a table showing post counts for participants.

Posts
1
2
3
4
5

**Show participants in needs grading status** and the number of posts required to show participants in needs grading status. Applying this setting will show the needs grading icon—the exclamation mark—in the Grade Center. The posts are placed in the queue on the Needs Grading page after a user makes the specified number of posts. If you select a grading option and do NOT select the check box, the needs grading icon does not appear in the Grade Center and posts do not appear on the Needs Grading page.

*Note:* If you choose three posts from the drop-down list and a user submits two, the in progress icon appears in the Grade Center cell and the discussion board until the specified number of posts is met.

- Optionally, associate a rubric by pointing to Add Rubric. This option appears in the Forum Settings section when Grade Forum is selected, and in the Grading section of the Create Thread page when Grade Threads is selected.

## ENABLE THREAD GRADING BEFORE OR AFTER THREAD CREATION

If you chose to grade threads when you created a forum, you decide on a thread-by-thread basis whether to grade a thread.

*Note:* If you select the **Grade Threads** option, users cannot create new threads.

1. On the **Create Thread** page, select the **Grade Thread** check box and type the **Points possible**. You can determine when posts go into needs grading status by selecting the check box for **Show participants in needs grading status** and selecting the number of posts from the drop-down list.

Forum: Oceans in the News, Part Two

List View

Tree View

Create Thread

Search

Display ▾

Thread Actions ▾

Collect

Delete

<input type="checkbox"/>	Date ▾	Thread	Author	Status	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	4/3/13 4:07 PM	Coastal Erosion	 Cathy Chu	Published	0	1	<div>Grade</div>
<input type="checkbox"/>	4/3/13 4:04 PM	Noise Pollution in the Oceans	 Cathy Chu	Published	0	2	<div>Grade Thread</div>

2. Click **Submit**.
3. In the forum, the **Grade Thread** function appears in the thread's **Grade** column.

You can also enable thread grading directly from the thread list in a forum.

1. Click the **Grade** function in a thread's **Grade** column.
2. Type the **Points possible**.
3. Click **Submit**. The **Grade Thread** function appears in a thread's **Grade** column.

## HOW TO GRADE FORUM PARTICIPATION

You can assign discussion grades to evaluate participants on performance throughout a forum. When you create or edit a forum, you can enable forum grading options and a Grade Center column is created automatically. Only users with a role of manager or grader can assign grades for posts. However, a



grader cannot view his or her own work. You can create rubrics and refer to them while grading forums, but you must create and associate the rubrics in advance.

1. Access the discussion forum where you enabled forum grading and click **Grade Discussion Forum** on the action bar.
2. On the **Grade Discussion Forum Users** page, click **Grade** in a user's row with a number in the **Posts** column.

Grade Discussion Forum Users					
Email					
<input type="checkbox"/> Last Name ▲	First Name	Username	Posts	Grade	
<input type="checkbox"/> Brown	Tony	tbrown	3	--	<a href="#">Grade</a>
<input type="checkbox"/> Casper	Chris	ccasper	0	--	<a href="#">Grade</a>
<input type="checkbox"/> Cooper	Ashby	acooper	2	--	<a href="#">Grade</a>

3. On the **Grade Discussion Forum** page, a collection of the student's posts made to the graded forum appears. Since you can assign a forum grade based on multiple threads, all messages posted by a student are included for review. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.

Grade Discussion Forum: Tony Brown

[Print Preview](#)

Filter

Sort by: Author's Last Name    Order: ▼ Descending

Select: [All](#) [None](#)

☐ Mark

Thread: I got a few good shots

Post: I got a few good shots

Author: Tony Brown

Posted Date: June 20, 2013 5:32 PM

Status: Published

Well, I finally tried and got a few good shots of the moon and one good shot of Saturn.  
I used a 4.5" zhummeil eclipse telescope with a 20mm and 9mm lense and a SONY Cybershot digital camera just put up to the lense.  
The best moon shot was with a wide angle (20mm) and a zoomed in (9mm). The only good shot of Saturn was with the 9mm.

[Reply](#) [Quote](#) [Mark as Unread](#)

Thread: help with equipment

Post: RE: help with equipment

Author: Tony Brown

Posted Date: June 17, 2013 9:13 AM

Status: Published

I don't think you can go wrong with that Nikon. I'd like to hear what others say about

Forum Statistics ▼

Tony Brown (3)

Grade 6/17/13 9:13 AM **10/10**

FEEDBACK - SHOWN TO LEARNER

You provided great, detailed information.

☒ A

Character count: 0

[Add Notes](#)

[Submit](#)

4. The grading sidebar contains the following areas:
  - **Forum Statistics:** Click to access the drop-down area that includes information about a user's posts, such as **Total Posts**, **Date of Last Post**, **Average Post Length**, and **Average Post Position**.

- Click the down-pointing arrow next to the current user's name to view a list and select a user with posts ready to grade. The selected user's posts appear in the content frame. Use the left- and right-pointing arrows to navigate to the previous or next student.
  - Area to add grade, feedback, and private notes for yourself.
5. In the content frame, evaluate the currently selected user's posts. In the grading sidebar, type a grade. If you associated a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the Grade box and change the grade.
  6. Optionally, type **Feedback** for the user. In the **Add Notes** section, make notes that appear only to you (forum manager) and the grader role. You can use the spell check function in the bottom of each text box. The icon for **Click to open full content editor** gives you access to all the content editor functions.
  7. Click **Submit** to add the grade, feedback, and grading notes to the Grade Center. The grade appears on the **Grade Discussion Forum Users** page.

Grade Discussion Forum Users					
	Email				
<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade
<input type="checkbox"/>	Brown	Tony	tbrown	3	10.00
<input type="checkbox"/>	Casper	Chris	ccasper	0	--
<input type="checkbox"/>	Cooper	Ashby	acooper	2	--

---

## HOW TO ACCESS THREADS FOR GRADING

---

You can assign discussion grades to evaluate participants on performance in each thread. When you create or edit a forum, you can enable thread grading options and a Grade Center column is created automatically.

Only users with a role of manager or grader can assign grades for posts. However, a grader cannot view his or her own work.

*Note:* Students cannot create new threads in a forum where threads are graded.

You can create rubrics and refer to them while grading threads, but you must create and associate the rubrics in advance.



After accessing the user's threads to grade, follow the steps outlined in the previous section for inline forum grading.

1. Access the discussion forum containing a thread you want to grade.
2. On the thread listing page, in **List View**, click **Grade Thread** in the thread's row.



3. On the **Grade Discussion Thread Users** page, click **Grade** in a user's row with a number in the **Posts** column.



4. On the **Grade Discussion Thread** page, a collection of the student's posts made to the graded thread appears. Since you can assign a thread grade based on multiple messages, all messages posted by a student are included for review. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.
5. Provide a grade, feedback, and grading notes. After clicking **Submit**, the information is added to the Grade Center. The grade appears on the **Grade Discussion Thread Users** page.

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## HOW TO EMAIL USERS WHILE GRADING DISCUSSIONS

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While assigning grades, you can use the email tool in the discussion board to quickly contact students. For example, send a student a question prior to assigning a grade or send feedback after assigning a grade.

1. Navigate to a forum or thread to assign a grade.
2. On the **Grade Discussion Thread Users** page -OR- the **Grade Discussion Forum Users** page, select one or multiple users' check boxes, or select the check box in the header row to select all the users you want to email.
3. On the action bar, click **Email**.
4. On the **Email Forum User** page, edit the **Subject**, if needed.
5. Type a question or feedback in the **Message** box.
6. Click **Submit**.

---

## HOW TO DISABLE DISCUSSION GRADING

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Even if grades exist, you can disable grading for graded forums and threads.

1. Access the discussion board and access a forum's contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, in the **Forum Settings** section, change the grading option to **No Grading in Forum**.
4. Click **Submit**. If you already assigned grades for a forum or its threads, a warning message appears stating that disabling grading will delete all existing grades. This action is final.
5. Click **OK** to continue or click **Cancel** to preserve the Grade Center items.



The screenshot shows a 'Forum Settings' dialog box. It has two main sections: 'Viewing Threads/Replies' and 'Grade'. In the 'Viewing Threads/Replies' section, 'Standard View' is selected with a radio button, and there is an option 'Participants must create a thread in order to view other threads in this forum.' with an unselected radio button. In the 'Grade' section, 'No Grading in Forum' is selected with a radio button and is highlighted with an orange border. There are also two unselected radio button options: 'Grade Discussion Forum: Points possible: 50' (with a text input field containing '50') and 'Grade Threads'.

## MODERATE DISCUSSIONS

You can employ both the art and science of moderating discussions to maintain discussion activity throughout the term. Without vigilance on your part, even discussions starting out with ample excitement can dwindle as the term progresses.

The *art of moderating* involves finding the right balance between guiding the conversation and standing back to allow students to discover new ideas.

The *science of moderating* involves using the discussion board functions to keep students focused on relevant discussions and to determine a student's level of access.

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## ABOUT FORUM ROLES

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You can assign forum roles to limit access to a forum or to help with forum administration. For example, to help control the discussion board content that is presented to your students, you can assign a responsible user the role of moderator.

In a forum, each user has a forum role and can have only one role per forum. By default, instructors have the role of manager and students have the role of participant. When you are logged in as an instructor, you cannot change your own forum role.

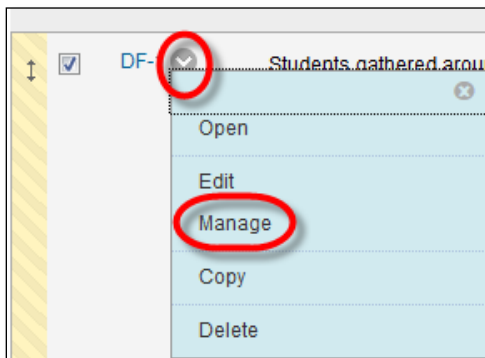
*Note:* Your institution determines which course roles are available. The following table describes the forum roles and their permissions.

Role	Permissions
<b>Manager</b>	Managers have full control over a forum and can change forum settings, moderate posts, and assign roles and grades.  Users with a course role of instructor or teaching assistant are granted this role by default.
<b>Builder</b>	Course builders can edit, copy, and delete forums, but not grade or manage forums. Inside a forum, a course builder can perform the same actions on posts as an instructor, with the exception of grading threads.  Course builders can also create new threads in a forum, and can enable grading for a thread and type a value.
<b>Moderator</b>	Moderators can delete, edit, and lock all posts in any forum, even if the forum does not use the moderation queue.  If you use a moderation queue, the moderator approves or rejects posts in the queue before they are made available to all users.  Users with a course role of instructor or course builder are granted this forum role by default.
<b>Grader</b>	Graders can read, reply to, and grade posts. The grader role has some access to the Grade Center, but cannot assign grades to their own work.

Role	Permissions
<b>Participant</b>	Participants can read and reply to posts.  Users with a course role of student are granted this role by default.
<b>Reader</b>	Readers can read the contents of a forum, but cannot post responses or add threads.
<b>Blocked (Block user from forum)</b>	Blocked users cannot access the forum.

## HOW TO ASSIGN FORUM ROLES

1. Access a forum's contextual menu.
2. Select **Manage**.

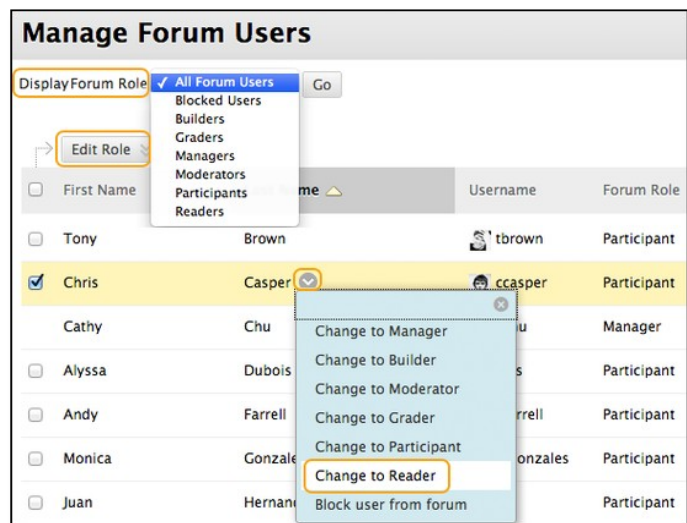


3. On the **Manage Forum Users** page, a list of users appears. Access a user's contextual menu.

Tip: If you want to show only one role at a time, make a selection in the **Display Forum Role** drop-down list on the action bar and click **Go**.

4. Select a new forum role. The new role appears in the **Forum Role** column for the user.
5. Click **OK** to return to the discussion board. Alternatively, click the forum title on the orientation bar to return to the forum.

Tip: To change multiple roles at one time, select the users' check boxes and point to **Edit Role** on the action bar to access the drop-down list. Select the check box in the header row to select all users.



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## ABOUT MODERATING

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As an online instructor, your role is to facilitate the conversation and exchange of ideas on the discussion board. You need to ensure that students feel comfortable to share, while also monitoring responses and keeping everyone focused and on track. At the same time, you want to be careful not to dominate or impede the flow of the discussion.

Occasionally, students may introduce inappropriate material for the class discussion. Depending on the maturity and sensitivity of the students in your course, you may need to review student posts for inappropriate content before sharing posts with the rest of the class.

In a discussion forum, you can assign a user the role of moderator. A moderator reviews posts before they are added to a thread and appear in the discussion board.

When you create a moderated forum, all posts to the forum are added to a moderation queue. The moderator reviews each post and does one of the following:

- Publishes the post.
- Returns the post to the sender without a message.
- Returns the post to the sender with a message.

The moderator can delete, edit, and lock posts in a forum even if the forum does not use the moderation queue.

You can choose to moderate a forum when creating it or by editing an existing forum. Only posts added after enabling forum moderation are available for review in the moderation queue.

*Note:* If you do not assign a moderator, the manager must take responsibility for approving posts in a moderated forum.

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## HOW TO ALLOW MODERATION OF POSTS

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1. Access a forum's contextual menu.
2. Select **Edit**.
3. On the **Edit Forum** page, in the **Forum Settings** section, select the **Force Moderation of Posts** check box and click **Submit**.

Tip: When choosing a moderated forum, do not allow students to edit or delete posts. This ensures that the post approved is the one viewed by users.

**3. Forum Settings**

Viewing Threads/Replies ☒ Standard View  
☐ Participants must create a thread in order to view other threads in this forum.

Grade ☒ No Grading in Forum  
☐ Grade Discussion Forum: Points possible:   
☐ Grade Threads

Subscribe ☐ Do not allow subscriptions  
☐ Allow members to subscribe to threads  
☒ Allow members to subscribe to forum  
☐ Include body of post in the email  
☒ Include link to post






Create and Edit ☐ Allow Anonymous Posts  
☐ Allow Author to Delete Own Posts  
☐ All posts  
☒ Only posts with no replies  
☐ Allow Author to Edit Own Published Posts  
☒ Allow Members to Create New Threads  
☒ Allow File Attachments  
☒ Allow Users to Reply with Quote  
☒ Force Moderation of Posts

- After posts are submitted, access the forum. In the moderator view, no posts appear because the messages are waiting approval. On the action bar, click **Moderate Forum**.



*Note:* The **Moderate Forum** function appears only to those users who have a forum role of manager or moderator. In the student view, the author can see the post in **Tree View** with a reminder it is in the moderation queue.

- On the **Moderation Queue** page, the posts appear in alphabetical order by title. Click the column title or caret to sort by post title, author, or date. To review a post, click **Moderate**.

Moderation Queue			
Post	Author	Date ▲	
Any domestic oil we can find is good	 Sarah Spooner	Apr 10 10:45:45 EDT 2013	Moderate
I am against offshore drilling	 Mark Tsai	Apr 10 11:16:27 EDT 2013	Moderate
Stop Offshore Oil and Gas Drilling	 Bruce Lopez	Apr 11 10:41:35 EDT 2013	Moderate
We have too much reliance on foreign oil so...	 Chris Casper	Apr 12 11:17:16 EDT 2013	Moderate
Worth the risk?	 Mina Akbar	Apr 12 12:47:49 EDT 2013	Moderate

- On the **Moderate Post** page, read the post and select the Publish or Return option. Published messages are immediately posted to the thread.
- Optionally, type feedback in the text box. You can use the content editor functions to format the text, link to files in Course Files or the Content Collection, and include web links, multimedia, and mashups.

*Note:* Though feedback is optional, this is an opportunity to provide guidance, ask questions, redirect a student's focus, and explain why a post was returned.

- Click **Submit**.

Returned posts no longer appear in the moderation queue. In tree view, students see their returned posts in the forum. Expand the post using the plus sign. If feedback was included, students can see why their posts were returned. On the thread page, returned posts display **Returned** next to the post's title.

From the thread page, students can edit their posts while viewing the moderator's feedback and resubmit them. The posts are returned to the moderation queue. **Moderation Queue** appears next to the post's title.

The top screenshot shows a forum titled "Forum: Offshore Drilling" in "Tree View" mode. It features a table of posts with columns for "Thread", "Author", and "Date". The first post, by Chris Casper, is titled "We have too much reliance on foreign oil so..." and is marked as "returned". A yellow box highlights this post, and a link "Explanation for returned post" is shown below it. The second post is by Cathy Chu, titled "Any domestic oil we can find is good".

The bottom screenshot shows the thread view for the post "We have too much reliance on foreign oil so...". It displays the post by Chris Casper, which is marked as "RETURNED". A yellow box highlights the "RETURNED" status, and a blue arrow points to it. Below the post, a moderator's feedback comment is shown: "Cathy Chu Explanation for returned post Support your side with a source." To the right of the feedback, a yellow box highlights the text "MODERATION QUEUE".

## VIEW DISCUSSION STATISTICS

The Performance Dashboard is a valuable tool you can use to monitor student progress throughout your course. A summary of access and progress for each student appears in a table format. As the term progresses, you can quickly see if students are accessing your course regularly, reviewing course content, and contributing to the discussion board. This information can help you identify students who are outside the normal range of participation or who need help and encouragement.

---

### HOW TO VIEW DISCUSSION STATISTICS


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1. On the **Control Panel**, expand the **Evaluation** section and select **Performance Dashboard**.
2. On the **Performance Dashboard** page, you can view how many forums a user posted in. In the **Discussion Board** column, click a numbered link to view details.

Performance Dashboard										
Last Name	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Customize Retention Center	View Grades
Tsai	Mark	mtsai	Student	Apr 10, 2013 12:22:32 PM	0	0		6	-	
Casper	Chris	ccasper	Student	Apr 10, 2013 11:20:26 AM	0	0		<a href="#">5</a>	-	
Lopez	Bruce	blopez	Student	Apr 10, 2013 10:48:36 AM	0	0		6	-	
Akbar	Mina	makbar	Student	Apr 10, 2013 10:47:49 AM	0	0		2	-	

3. On the **Discussion Board** page, you can view the following information:  
*Note:* To sort a column, click the column heading or caret.
  - *Forum:* Lists all the forums a user has posted in.
  - *Total Posts:* Click the link to access a page displaying a user's posts in that forum.
  - *Date of Last Post:* View when a user last accessed the forum.
  - *Average Post Length:* Lists the average post length, in number of characters.
  - *Minimum Post Length:* Lists the minimum post length, in number of characters.
  - *Maximum Post Length:* Lists the maximum post length, in number of characters.
  - *Average Post Position:* View a representation of a user's participation within the threads.
  - *Grade:* Click the link in the column to access the Grade Center column (if a grade appears).
4. On the action bar, click **Email User** to contact a user. The system populates the **Email Forum User** page with the **To** and **From** information.



Discussion Board: ccasper							
Email User							
Forum 	Total Posts	Date of Last Post	Average Post Length	Minimum Post Length	Maximum Post Length	Average Post Position	Grade
Climate Change in the News	1	Thu Mar 28 11:55:29 EDT 2013	10	10	10	2	!
Oceans in the News	2	Fri Feb 15 09:50:46 EST 2013	542	185	898	1	-
Surf's Up: Wave Dynamics and Wind Waves	1	Fri Feb 15 09:55:40 EST 2013	827	827	827	3	-
Wave Assignment: Energy From Waves and Tides	1	Wed Feb 13 10:57:52 EST 2013	1326	1326	1326	1	!

5. In the **Forum** column, click a forum title to access a collection page displaying all a user's posts in that forum.

## CREATE GROUP DISCUSSIONS

You can create formal groups of students to collaborate on course work, and provide each group with its own group area. You can include links to group tools to help students collaborate and communicate. For example, you can create a special group discussion board, available only to the members of a course group.

Group discussion boards are separate from the regular course discussion board, which is available to all course members. Members of a group can create and manage their own forums.

### Example:

You assign students to groups, providing each group with a problem or situation to explore and develop into a class presentation. The groups can use the chat tool and their group discussion boards to come to consensus about topic choices. They can also use their group discussion boards to post internet source links, and then members can post replies on their value. Also, they can use the group discussion board to divide up tasks and refine the outline. Members post portions of the presentation, and all members post replies regarding usefulness, grammar, flow, and for agreement on the final product.

---

## HOW TO ENABLE GROUP DISCUSSIONS

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When you create a course group, select the discussion board tool to help groups collaborate and communicate.

1. On the **Create Group** page, in the **Tool Availability** section, select the check box for **Discussion Board**.
2. Click **Submit**.

The **Group Discussion Board** tool appears in the **My Groups** section and on the group homepage.

The screenshot displays the LMS interface for a group named 'Global Warming 1'. On the left sidebar, under the 'My Groups' section, 'Global Warming 1' is selected, and the 'Group Discussion Board' tool is highlighted with an orange box. The main content area shows the group's properties, including a description, a list of members, and a list of tools. The 'Group Discussion Board' tool is also highlighted with an orange box in the 'Group Tools' section.

**Global Warming 1**

Add Personal Module

**Group Properties**

Group Description  
You will work together to complete a presentation.

Group Members

- Ashby Cooper
- Alyssa Dubois
- Andy Farrell
- Bruce Lopez
- Javier Perez

**Group Tools**

- Collaboration
- File Exchange
- Group Blog
- Group Discussion Board
- Group Journal
- Group Tasks
- Group Wiki
- Send Email

**Group Assignments**

Group Presentation Guidelines

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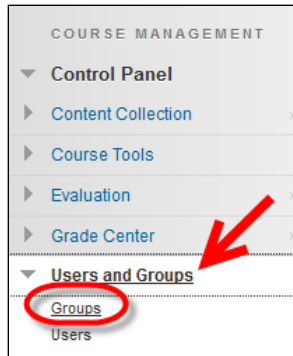
## HOW TO MAKE GROUP DISCUSSIONS UNAVAILABLE

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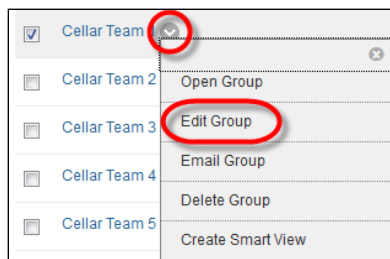
You cannot delete a group discussion board without deleting the group, but you can make the tool unavailable. Any existing posts are not removed—just made unavailable until you make the group discussion board available again.

*Note:* When you make a graded group discussion board unavailable, the grade column associated with that group discussion board remains in the Grade Center.

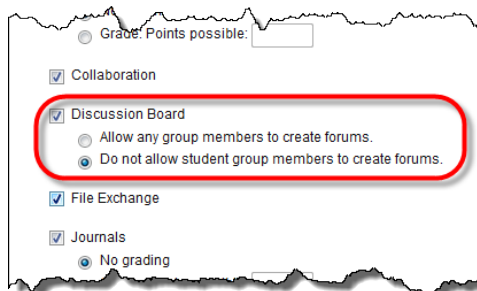
1. On the **Control Panel**, expand the **Users and Groups** section and select **Groups**.



2. Change **Edit Mode** to **ON**. On the **Groups** page, access the group's contextual menu.
3. Select **Edit**.



4. On the **Edit Group** page, in the **Tool Availability** section, clear the check box for **Discussion Board**.



5. Click **Submit**.

When members access their group homepage or the **My Groups** section, the link to the group discussion board no longer appears. You may make the tool available again at any time.

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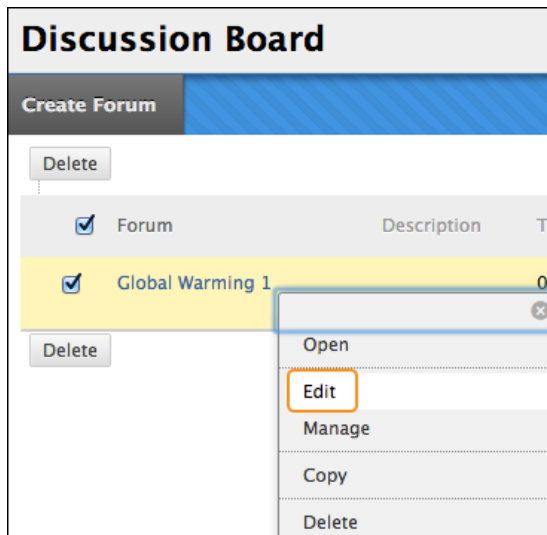
## HOW TO EDIT THE SETTINGS FOR GROUP DISCUSSIONS

---

Each new group discussion board contains a default forum titled with the group's name. You and all assigned group member can edit the forum name and provide a description.

*Note:* If you want to grade participation in a group discussion board, you can edit a forum's settings and enable grading in the forum or threads. Unlike other graded group activities, when a group discussion board is set to graded, each member is graded independently of other group members. Each group member must make the designated number of posts to earn his or her own grade.

1. On the **Control Panel**, expand the **Course Tools** section and select **Discussion Board**.
2. On the **Discussion Board** page, the course discussion board and all group discussion boards appear. Click a group discussion board link.
3. On the next **Discussion Board** page, access the forum's contextual menu.
4. Select **Edit**.



5. On the **Edit Forum** page, change the **Name**, provide a **Description**, and edit the **Forum Availability** and **Forum Settings**. If you want to grade the group's posts, you can enable grading for the forum or threads and type the **Points possible**.

If you provided a description, it appears in the **Description** column on the group discussion board page. You or any group member can create more forums.

## COURSE GROUPS

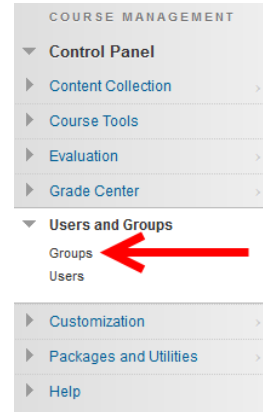
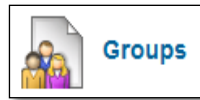
Course groups allow instructors and students to create groups of students within a course. These course groups have their own area in Blackboard Learn to collaborate on course work, and these spaces are equipped with tools to assist in the collaborative process. If included in a course, the course menu item **Groups** accesses the **Groups** page.

### ACCESSING GROUPS

On the **Control Panel**, expand the **Users and Groups** section and select **Groups**.

-OR-

Access groups using the default **Tools** link on the course menu. On the **Tools** page, select **Groups**.



### GROUPS PAGE

**Groups**  
*You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. [More Help](#)*

Create ▾ImportExportGroup Settings

Bulk Actions ▾View Options ▾

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available
<input type="checkbox"/>	Group Jupiter	-	3	No	Yes
<input type="checkbox"/>	Group Saturn	-	3	No	Yes

Bulk Actions ▾View Options ▾

Displaying 1 to 2 of 2 items | Show AllEdit Paging...

The groups page lists all existing groups for a course, as well as gives options for adding groups and viewing which groups students are in.

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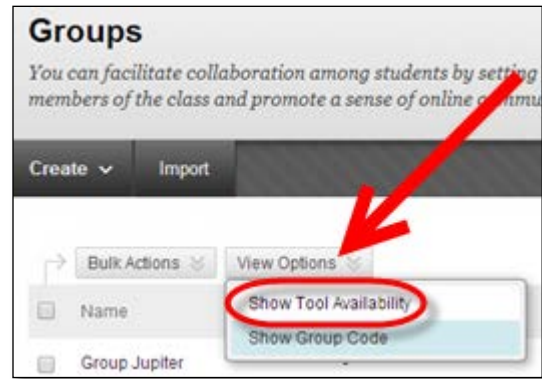
## VIEWING GROUP TOOL AVAILABILITY

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1. Move your mouse over the **View Options** button.
2. Select **Show Tool Availability**

Display changes to show tool availability for each group.

✓ Tool available	✗ Tool unavailable
------------------	--------------------



	Bulk Actions	View Options		Name	Group Set	Enrolled Members	Self Enroll	Available	Blogs	Collaboration	Discussion Board	Email	File Exchange	Journals	Tasks	Commercial Content Tools	Wikis
				Group Jupiter	-	3	No	Yes	✓	✓	✓	✓	✓	✓	✗	✗	✓
				Group Saturn	+	3	No	Yes	✓	✓	✓	✓	✓	✓	✗	✗	✓

Click the ✓ in a tool's column to make it unavailable—a ✗ appears.

Click the ✗ in a tool's column to make it available—a ✓ appears.

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## COURSE TOOLS

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Only the instructor and the group members can access tools enabled for a group, with the exception of the group blog and group wiki tools. Group blogs and wikis appear to all course members when the tools are accessed on the Tools page.

The following list describes the available group tools.

- **Group Blog:** Users within a group can add entries and comments to the group blog to share ideas. You can grade group blogs, but after you enable grading for a group blog, you cannot change that setting. When you add a grade for a group blog, the grade is automatically given to all the members of the group and is populated in the corresponding column in the Grade Center for each group member. All members are assigned a grade, regardless if a member did not contribute. You can edit an individual member's grade to assign a different grade than the group's.
- **Collaboration Tools:** Users within a group can create and attend real-time chat or virtual classroom sessions.
- **Group Discussion Board:** Users within a group can communicate as a group, as well as create and manage their own forums. The group discussion board is available only to group members, not to the entire course.

- **Email:** The group email tool allows for efficient communication. The recipient list is automatically populated with group members, so you can quickly select all or some of them. Emails are sent to members' external email addresses.
- **File Exchange:** You and group members can use this tool to upload documents to the group area, and delete files, regardless of who added them. Files appear in the order they were uploaded. Uploaded images appear in a new browser window. This tool is only available to groups.
- **Group Journal:** Users within a group can share their thoughts with each other and communicate with you. Journal entries made in the group journal are visible to all group members and you. You can grade group journals, but after you enable grading for a group journal, you cannot change that setting. When you add a grade for a group journal, the grade is automatically given to all the members of the group and is populated in the corresponding column in the Grade Center for each group member. All members are assigned a grade, regardless if a member did not contribute. You can edit an individual member's grade to assign a different grade than the group's.
- **Group Tasks:** Users within a group can define and separate the workload into tasks, while distributing the list to the entire group. Each task has a status and a due date to help keep members on track. Group members can view the group assigned tasks in the group tasks tool or in the course tasks tool. You and other course members will not see tasks for groups they are not enrolled in when viewing the course tasks tool.
- **Group Wiki:** Use group wikis to create a collaborative space for group members to view, contribute, and edit content. By default, all course members can read group wikis, but only members of the group can make a comment on their group wiki page. You can change the default setting to allow only group members to view a group wiki. You can grade group wikis, but after you enable grading for a group wiki, you cannot change that setting. When you add a grade for a group wiki, the grade is automatically given to all the members of the group and is populated in the corresponding column in the Grade Center for each group member. All members are assigned a grade, regardless if a member did not contribute. You can edit an individual member's grade to assign a different grade than the group's.

## ALL USERS (GROUP MEMBERSHIPS)


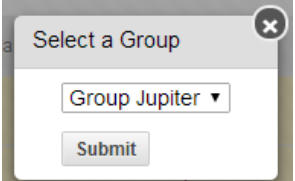

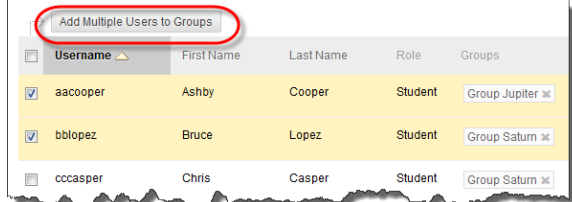
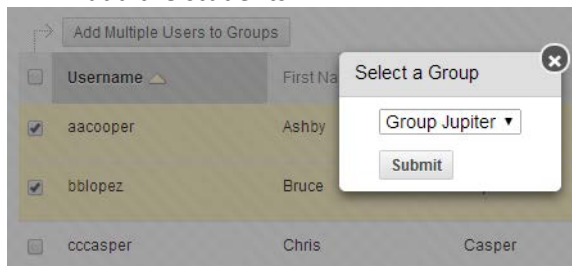
The All Users page displays a list of all students within the course and groups they are a member of. You can easily add or delete group membership from this page.

Access the All Users page by clicking the All Users button in the top right corner of the Groups page.



## ADD STUDENTS TO A GROUP

There are two ways to add students to a group from the All Users page.

Add one student at a time	Add Multiple Students at one time.
<ol style="list-style-type: none"><li>1. Locate the student to add from the list.</li><li>2. Move your mouse over the student's name.</li><li>3. In the Groups column (far right), click <b>Add to Group</b> that appears.</li></ol>  <ol style="list-style-type: none"><li>4. From the dropdown, select the <b>Group</b> to add the student.</li></ol>  <ol style="list-style-type: none"><li>5. Click <b>Submit</b>.</li></ol>	<ol style="list-style-type: none"><li>1. Select the checkbox to the left of the students to add.</li></ol>  <ol style="list-style-type: none"><li>2. Select the <b>Add Multiple Users to Groups</b> button.</li></ol>  <ol style="list-style-type: none"><li>3. From the dropdown, select the <b>Group</b> to add the students.</li></ol>  <ol style="list-style-type: none"><li>4. Click <b>Submit</b>.</li></ol>



## REMOVING USERS FROM GROUPS

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To quickly remove students from a group:

1. Move your mouse over the group name for the student to remove.
2. Click the Red X that appears on the group button.

Username	First Name	Last Name	Role	Groups
aacooper	Ashby	Cooper	Student	Group Saturn ✕ Group Jupiter ✕ + Add to Group
bblopez	Bruce	Lopez	Student	Group Saturn ✕ Group Jupiter ✕
cccasper	Chris	Casper	Student	Group Saturn ✕

## CREATING GROUPS

You can create formal groups of students to collaborate on work, and create these groups one at a time or in sets. You can manually select group members or allow students to self-enroll. Each group has its own space, or homepage, with links to tools to help students collaborate. Only you and group members can access the group tools.

Two group creation options:

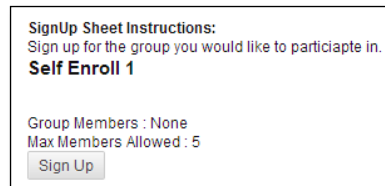
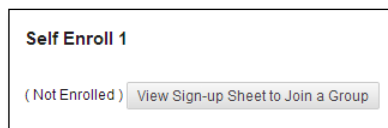
- Create a single group
- Create a group set

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### ABOUT GROUP ENROLLMENT METHODS

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**Self-Enroll** allows students to add themselves to a group using a sign-up sheet. You can make sign-up sheets available to students on the groups listing page or by adding a link to a course area, such as a content area, learning module, lesson plan, or folder. When you create a group using sign-up sheets, you can make the group immediately available to use or available after all members have signed up. Self-enrollment is an option available for both single groups and group sets.



**NOTE:** Students cannot unenroll themselves from groups.

**Manual Enroll** allows you to assign each student in your course to a group. Manual enrollment is available for both single groups and group sets.

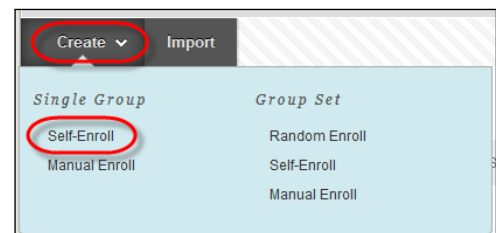
**Random Enroll** is available for group sets only and automatically distributes membership into groups based on a designated number of students per group or the designated number of groups. Random distribution applies only to students who are currently enrolled in your course. You can enroll additional students manually. When naming a set of groups, the name of each group has a number added to it when they are first created. For example, a set of groups named "Research" results in groups named "Research 1," "Research 2," and "Research 3," depending upon the number of groups in the set. After creation, you can edit the group names.

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### HOW TO CREATE A SINGLE GROUP: SELF-ENROLL

---

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Self-Enroll**.
3. On the **Create Group** page, type a **Name** and optional **Description**.



**Create Group**  
You can create formal groups of students to collaborate on work. [More Help](#)

\* Indicates a required field.

Cancel Submit

GROUP INFORMATION

\* Name

Description

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HTML CSS

4. Select the **Yes** option to make the **Group Available**. If you do not want the group to be available at this time, select **No**.

Path: p

\* Group is visible to students ☐ No ☒ Yes

5. Select the check boxes for the course tools you want to make available to the group.
6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

**Tool Availability**

☒ Blogs

☐ No grading

☒ Grade : Points possible :

☒ Show participants in "needs grading" status after every  Entries

Add Rubric

**TOOL AVAILABILITY**

☒ Blogs

☐ No grading

☐ Grade: Points possible:

☒ Collaboration

☒ Discussion Board

☐ Allow any group members to create forums.

☐ Do not allow student group members to create forums.

☒ Email

☒ File Exchange

☒ Journals

☐ No grading

☐ Grade: Points possible:

☒ Tasks

☒ Wikis

☐ No grading

☐ Grade: Points possible:

*The following tools are turned off for the course. They are turned on for the course.*

☒ Commercial Content Tools

7. Select the check box for **Allow Personalization** to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.

**MODULE PERSONALIZATION SETTING**

Allow individual group members to personalize group modules.

☒ Allow Personalization

8. Complete the Sign-Up Options:
  - A. Type the **Name of Sign-up Sheet**.
  - B. Enter **Sign-up Sheet Instructions**. You might tell students that they cannot unenroll themselves from groups.

**SIGN-UP OPTIONS**

\* Name of Sign-up Sheet

Sign-up Sheet Instructions

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HTML CSS

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Maximum Number of Members

Allow students to see names of other members in a group before they sign up.

☐ Show Members

*The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.*

☒ Allow students to sign-up from the groups listing page

- C. Type the **Maximum Number of Members**. Once the maximum has been reached, no additional students may sign up for that group.
  - D. Select to **Show Members** if you would like students to see who has already signed up for each group.
  - E. Select **Allow students to sign-up from the groups listing page** to allow students to sign-up from the Groups area along with any location you have added into the course.
9. Select the option for **Create smart view for this group** to add a Smart View in the Grade Center.

**GROUP OPTIONS**

☐ Create smart view for this group

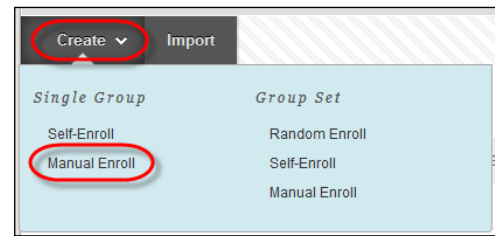
The newly created group appears on the **Groups** listing page.

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### HOW TO CREATE A SINGLE GROUP: MANUAL ENROLL

---

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Manual Enroll**.



3. On the **Create Group** page, type a **Name** and optional **Description**.

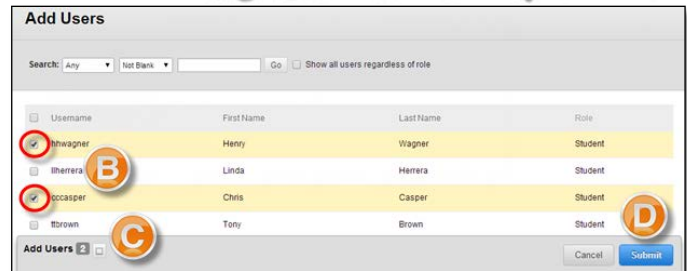
4. Select the **Yes** option to make the **Group Available**. If you do not want the group to be available at this time, select **No**.

5. Select the check boxes for the course tools you want to make available to the group.
6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

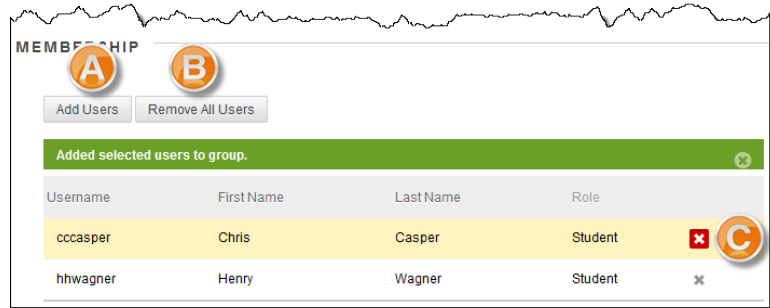
7. Select the check box for **Allow Personalization** to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.

8. Select the option for **Create smart view for this group** to add a Smart View in the Grade Center.

9. Complete the **Membership** section:
  - A. Select the **Add Users** button.
  - B. Select the checkbox next to each student's name to add to the group.
  - C. The total selected students can be seen under the Add Users area in the bottom left corner of the page.
  - D. Click **Submit**.



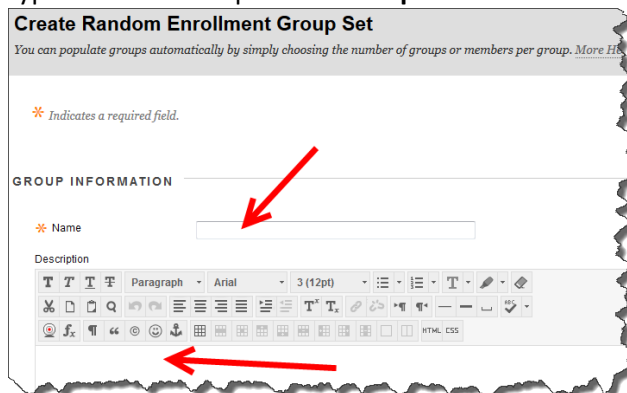
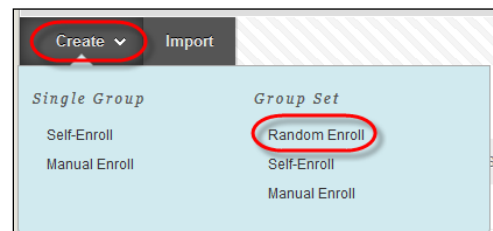
10. Students are added into the **Membership** area.
  - A. Add additional students by clicking the Add Users button.
  - B. Remove all the students listed below by clicking the Remove All Users button.
  - C. Remove one student at a time from the group by clicking the red X to the right of the student's name.
11. Click **Submit**.



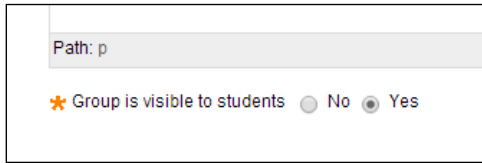
The newly created group appears on the **Groups** listing page.

## HOW TO CREATE A GROUP SET: RANDOM ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Random Enroll**.
3. On the **Create Random Enrollment Group Set** page, type a **Name** and optional **Description**.



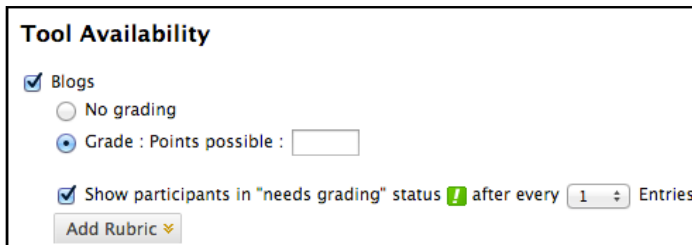
4. Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.



Path: p


☒ Group is visible to students ☐ No ☐ Yes

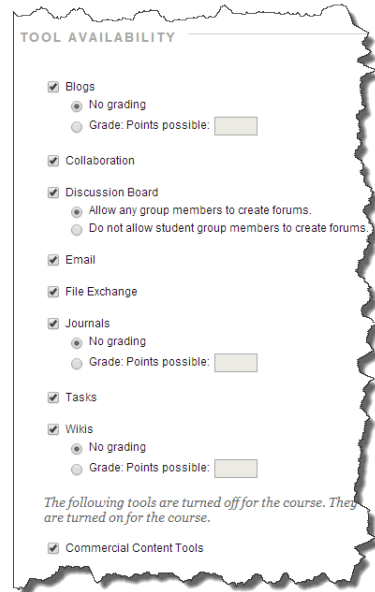
5. Select the check boxes for course tools you want to make available to the group set.
6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.



**Tool Availability**

☒ Blogs  
☐ No grading  
☒ Grade : Points possible :

☒ Show participants in "needs grading" status  after every  Entries



**TOOL AVAILABILITY**

☒ Blogs  
☐ No grading  
☐ Grade: Points possible:

☒ Collaboration

☒ Discussion Board  
☐ Allow any group members to create forums.  
☐ Do not allow student group members to create forums.

☒ Email

☒ File Exchange

☒ Journals  
☐ No grading  
☐ Grade: Points possible:

☒ Tasks

☒ Wikis  
☐ No grading  
☐ Grade: Points possible:

*The following tools are turned off for the course. They are turned on for the course.*

☒ Commercial Content Tools

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.



**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*

☒ Allow Personalization

8. Select the option for **Create smart view for this group** to add a Smart View for each group in the Grade Center.



**GROUP OPTIONS**

☒ Create smart view for this group

9. For the **Membership** section:

**MEMBERSHIP**

*Automatic distribution applies only to students who are currently enrolled in your course*

★ Determine Number of Groups by

☒ Number of Students per Group

☐ Number of Groups

★ Determine how to enroll any remaining members

☒ Distribute the remaining members amongst the groups.

☐ Put the remaining members in their own group.

☐ Manually add the remaining members to groups.

- a. Type the **Number of Students per Group** to create or the **Number of Groups**.
  - Number of Students per Group – set the amount of students, and Blackboard will determine the number of groups.
  - Number of Groups – set the number of groups, and Blackboard will determine how many student go into each group.
- b. Select an option to **Determine How to Enroll any Remaining Members** in the groups.
  - Distribute the remaining members amongst the groups –students will be distributed evenly across the groups.
  - Put the remaining member in their own group – students will be placed into their own group. This will add an additional group.
  - Manually add the remaining members to groups – provides you with a list of each group current members, and “extra” students, allowing you to place the remaining students into the group of your choice.

10. Click **Submit**.

The newly created group set appears on the **Groups** listing page with students added according to the selected options.

## HOW TO CREATE A GROUP SET: SELF-ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Self-Enroll**.
3. On the **Create Random Enrollment Group Set** page, type a **Name** and optional **Description**.

**Create Random Enrollment Group Set**

*You can populate groups automatically by simply choosing the number of groups or members per group. More Help*

★ Indicates a required field.

**GROUP INFORMATION**

★ Name

Description

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**Create** Import

Single Group

Self-Enroll

Manual Enroll

Group Set

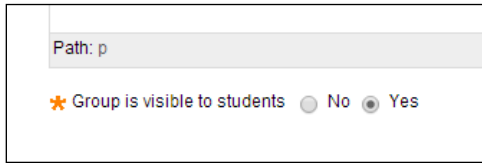
Random Enroll

**Self-Enroll**

Manual Enroll



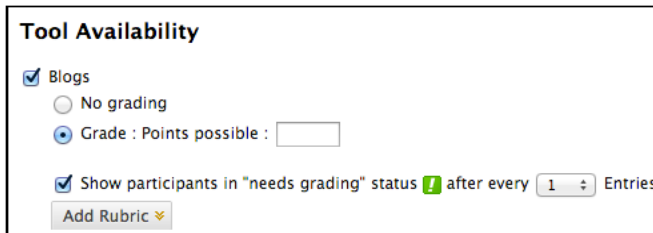
4. Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.



Path: p


☒ Group is visible to students ☐ No ☐ Yes

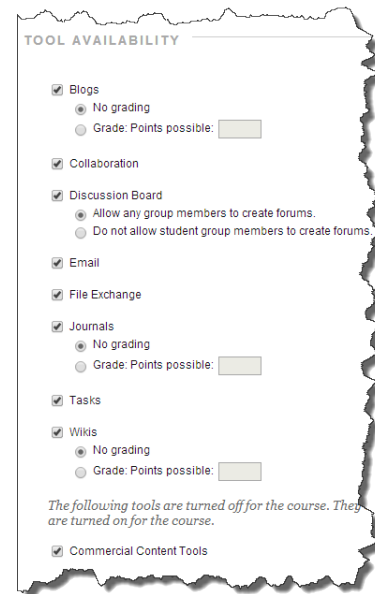
5. Select the check boxes for course tools you want to make available to the group set.
6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.



**Tool Availability**

☒ Blogs  
☐ No grading  
☒ Grade : Points possible :

☒ Show participants in "needs grading" status  after every  Entries



**TOOL AVAILABILITY**

☒ Blogs  
☐ No grading

☒ Collaboration

☒ Discussion Board  
☐ Allow any group members to create forums.  
☐ Do not allow student group members to create forums.

☒ Email

☒ File Exchange

☒ Journals  
☐ No grading

☒ Tasks

☒ Wikis  
☐ No grading

*The following tools are turned off for the course. They are turned on for the course.*

☒ Commercial Content Tools

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.

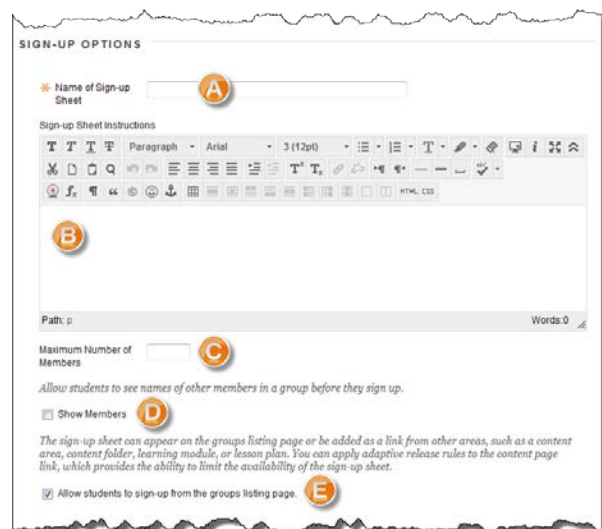


**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*

☒ Allow Personalization

8. Complete the Sign-Up Options:
- Type the **Name of Sign-up Sheet**.
  - Enter **Sign-up Sheet Instructions**. You might tell students that they cannot unenroll themselves from groups.
  - Type the **Maximum Number of Members**. Once the maximum has been reached, no additional students may sign up for that group.
  - Select to **Show Members** if you would like students to see who has already signed up for each group.
  - Select **Allow students to sign-up from the groups listing page** to allow students to sign-up from the Groups area along with any location you have added into the course.



**SIGN-UP OPTIONS**

☒ Name of Sign-up Sheet **A**

Sign-up Sheet Instructions

**B**

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Maximum Number of Members **C**

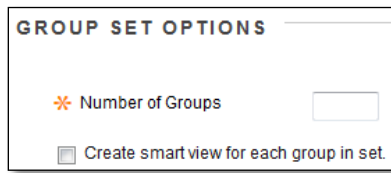
*Allow students to see names of other members in a group before they sign up.*

☐ Show Members **D**

*The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.*

☒ Allow students to sign-up from the groups listing page **E**

- Enter the **Number of Groups** to be created and select the option for **Create smart view for this group** to add a Smart View for each group in the Grade Center.



**GROUP SET OPTIONS**

✳ Number of Groups

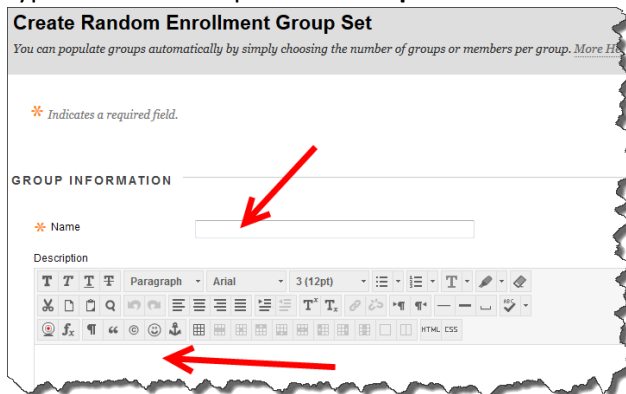
☐ Create smart view for each group in set.

- Click **Submit**.

The newly created group set appears on the **Groups** listing page with students added according to the selected options.

## HOW TO CREATE A GROUP SET: MANUAL ENROLL

- Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
- Select **Manual Enroll**.
- On the **Create Random Enrollment Group Set** page, type a **Name** and optional **Description**.



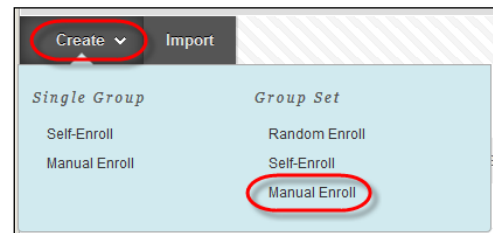
**Create Random Enrollment Group Set**  
You can populate groups automatically by simply choosing the number of groups or members per group. [More Help](#)

✳ Indicates a required field.

**GROUP INFORMATION**

✳ Name

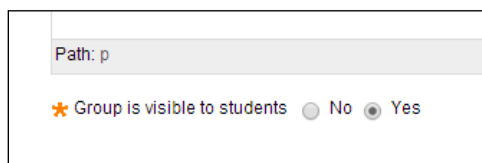
Description



**Create** ▾ Import

Single Group	Group Set
Self-Enroll	Random Enroll
Manual Enroll	Self-Enroll
	<b>Manual Enroll</b>

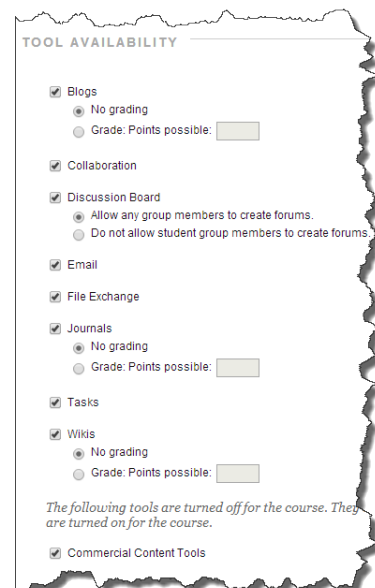
- Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.



Path: p

✳ Group is visible to students ☐ No ☒ Yes

- Select the check boxes for course tools you want to make available to the group set.



**TOOL AVAILABILITY**

- ☒ Blogs
  - ☒ No grading
  - ☐ Grade: Points possible:
- ☒ Collaboration
- ☒ Discussion Board
  - ☒ Allow any group members to create forums.
  - ☐ Do not allow student group members to create forums.
- ☒ Email
- ☒ File Exchange
- ☒ Journals
  - ☒ No grading
  - ☐ Grade: Points possible:
- ☒ Tasks
- ☒ Wikis
  - ☒ No grading
  - ☐ Grade: Points possible:

The following tools are turned off for the course. They are turned on for the course.

- ☒ Commercial Content Tools

6. Select the **Grade** option and type **Points possible** for **Blogs, Journals, and Wikis**, if you want to grade student submissions.

**Tool Availability**

☒ Blogs

☐ No grading

☒ Grade : Points possible :

☒ Show participants in "needs grading" status after every  Entries

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.

**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*

☒ Allow Personalization

8. For the **Group Set Options** section, type the **Number of Groups** to create.

**4. Membership**

★ Determine Number of Groups by

☒ Number of Students per Group

☐ Number of Groups

★ Determine How to Enroll any Remaining Members

☒ Distribute the remaining members amongst the groups

☐ Put the remaining members in their own group

☐ Manually add the remaining members to groups

9. Click **Submit**.

10. Set **Group Set Enrollments**:

- A. Hide members already in another group in this set – As you are selecting students to add to each group, this option will hide a student who has already been added to another group, preventing a student from accidentally being added to more than one group.
- B. Randomize Enrollments – Select this button to have Blackboard automatically add students across the groups for you to then change individual students.
- C. Name – Change the group name, if desired.
- D. Add Users – Add students by selecting the Add Users button.
- E. Delete Group – Delete this group entirely.
- F. Add Group – Add an additional group.

**GROUP SET ENROLLMENTS**

Filter Available Members

☒ Hide members already in another group in this set

Randomize Enrollments Collapse All

**groups 1**

★ Name groups 1

Add Users

No users have been added.

Delete Group

**groups 2**

★ Name groups 2

Add Users

No users have been added.

Delete Group

**groups 3**

★ Name groups 3

Add Users

No users have been added.

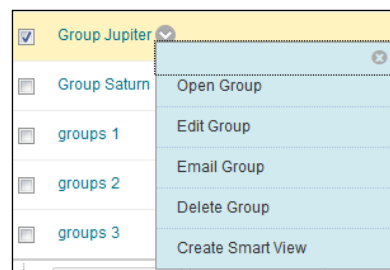
Delete Group

Add Group

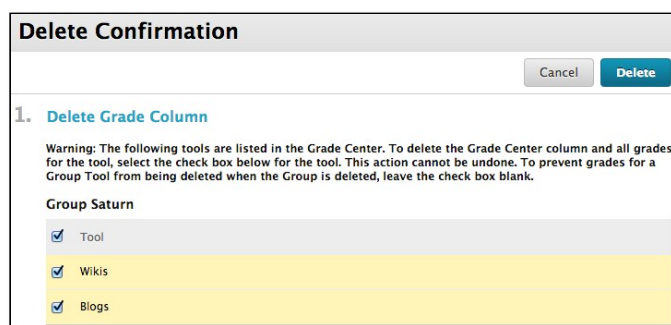
## EDITING GROUPS

On the Groups listing page, you can create groups, as well as edit and manage them. Each group's contextual menu provides quick access to the group homepage and email. You can also access the options to edit group properties and delete groups.

Editing a group allows you to add or remove members, as well as change its name, availability, and tools. In addition, you can allow students to create their own self-enroll groups.



- **Open:** This option opens the group homepage, where you can add course or group modules.
- **Edit:** This option opens the Edit Group page. Edit any of the initial options chosen when you created the group, with the exception of changing the Grade option for gradable group blogs, journals, and wikis.
- **Email:** This option allows you to send an email message to the entire group or to select members in it. To learn more, see [Sending Email to a Course Group](#).
- **Delete:** Remove a group you no longer need. If grade columns exist in the Grade Center for the group such as for gradable group blogs, journals, or wikis, you can retain the columns. On the **Delete Confirmation** page, do not select the check boxes for any columns that you need to preserve.
- **Create Smart View:** Quick access to add a Smart View to the Grade Center if you have not already added one.



## STUDENTS ACCESSING THE GROUP PAGE

Students can access the group page in a number of ways. By default, students can access the Groups page through the Tools area, but you can also add a course menu link, as well as a link within content to the Groups area, or a particular group.

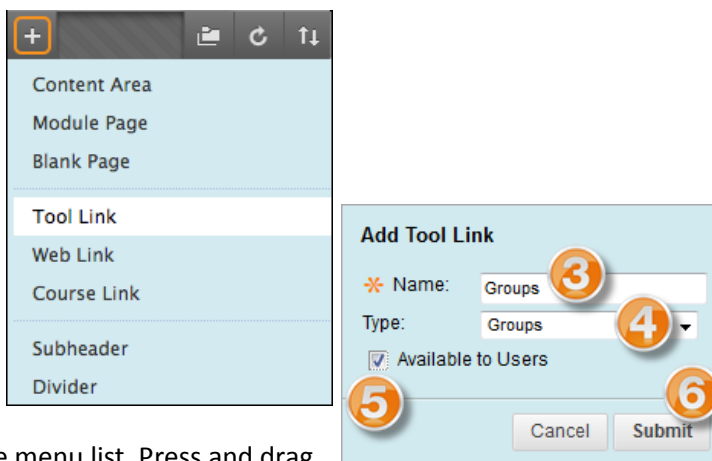
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### HOW TO ADD A GROUPS LINK TO THE COURSE MENU

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If you want students to access groups often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link to fit your needs.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Groups**.
5. Select the **Available to Users** check box.
6. Click **Submit**.



The new tool link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Access the link's contextual menu. You can rename, delete, or hide the link from students.

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### HOW TO ADD A GROUP LINK IN A COURSE AREA

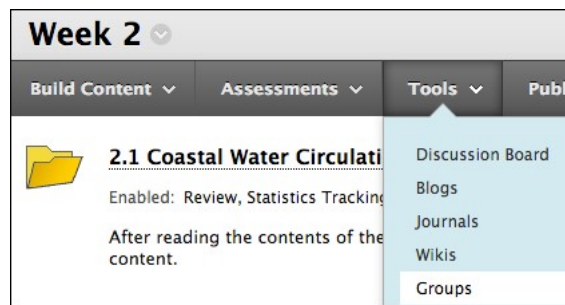
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You can manually add links to individual groups and sign-up sheets in content areas, learning modules, lesson plans, and folders. You can set up a content area to include all the content and tools your students need for the week. After reading the weekly lecture, and viewing the slide presentation, students can also access the groups tool to complete the group assignment. Students do not need to navigate anywhere else in your course to complete all the required activities for the week.

When you add a link to a specific group in a content area, all students will see the link, however, if a student is not a member of the group, he or she will not be able to access the group homepage.

You can follow the same steps for adding link to learning modules, lesson plans, and folders.

1. Change **Edit Mode** to **ON** and access the course area where you want to add a group link, for example, the **Week 2** content area.
2. On the action bar, click **Tools** to access the drop-down list.
3. Select **Groups**.



- On the **Create Link: Group** page, select the type of link: groups page, to a group, or to a group set. If linking to a group or group set, select it from the list.

- Click **Next**.
- On the next **Create Link: Group** page, complete the **Link Information** to specify how it will appear in the content area. Select **Options**, if you want.

- Click **Submit**.

## ACCESSING THE GROUPS LINK

Navigate to the content area, and click the group link to access the group homepage.

## CREATING GROUP ASSIGNMENTS

You can create a group assignment and release it to one or more groups within your course. Each group submits one collaborative assignment and all members receive the same grade. You can create a single assignment and assign it to all groups, or create several unique assignments and assign them to individual groups. Only you and the members in a group have access to the assignment.

The overall grade for an assignment can appear to users as a numeric value, letter grade, percentage, text, or as complete/incomplete, depending upon the primary display choice for the column created automatically in the Grade Center for the assignment.

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### PREREQUISITES AND CAUTIONS

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- A course group must exist prior to creating group assignments for it.
- Students who are enrolled in more than one group receiving the same assignment will be able to submit more than one attempt for this assignment. You may need to provide these students with an overall grade for the assignment.
- Students who are not enrolled at the time that a group assignment has been submitted do not have access to that submission. These students can see only that the submission occurred.
- Students who are removed from a group cannot see the group assignments. They can access their submissions from My Grades.
- If you edit the assignment between creation and the due date, the entire group may lose any work already in progress.
- If you delete a group from the assignment after they have begun the work and prior to submission, they will lose access to the assignment and lose their work.

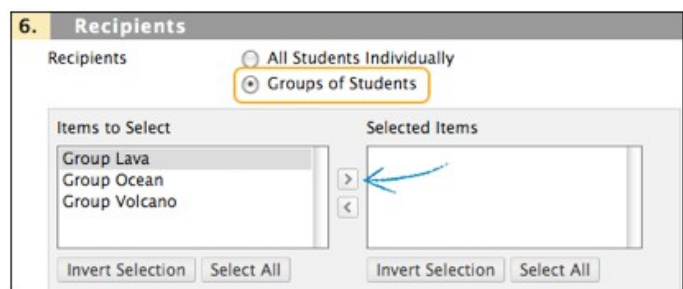
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### HOW TO CREATE A GROUP ASSIGNMENT

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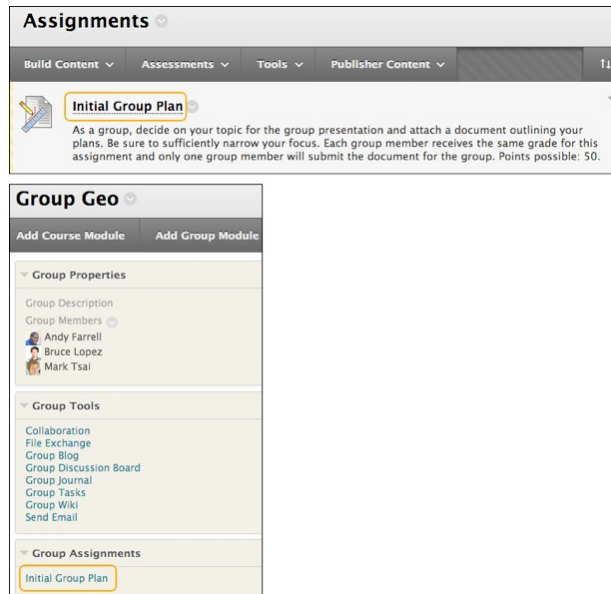
To create a group assignment, change **Edit Mode** to **ON**.

1. Add an Assignment within your course (See the Assignments page for how to add Assignments if you are unsure how to do this)
2. In the Recipients section, select the **Groups of Students** option.
3. In the **Items to Select** box, select the group or groups. Click the right-pointing arrow to move the selection into the **Selected Items** box.
4. Click **Submit**.





In the following example, the group assignment appears in the Assignments content area where it was created and on the group homepage. The following image shows the instructor view.



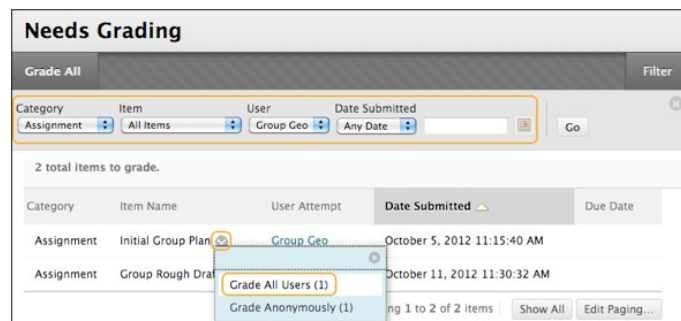
## GRADING GROUP ASSIGNMENTS

When you create a group assignment, a grade column is automatically created in the Grade Center. You can assign grades to group assignments through the Needs Grading page or through the Grade Center.

After accessing the Grade Assignment page by either method, the grading process is the same.

### HOW TO ACCESS A GROUP ASSIGNMENT FROM THE NEEDS GRADING PAGE

1. On the **Control Panel**, expand the **Grade Center** section.
2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.
3. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category**, **Item**, **User**, and **Date Submitted**. For example, you can filter the list by **Category** and display only assignments and by **User** to select a specific group.
4. Click **Go**. The filtered items appear on the **Needs Grading** page. Click a column heading or the caret to sort the items.
5. Access the **Grade Assignment** page by clicking an item's contextual menu and selecting **Grade All Users**.  
-OR-  
Access the **Grade Assignment** page by clicking a group name in the **User Attempt** column.
6. The **Grade Assignment** page appears and you can proceed with grading.





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## HOW TO ACCESS A GROUP ASSIGNMENT FROM THE GRADE CENTER

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In the Grade Center, group assignments that have been submitted, but not graded, are indicated with an exclamation mark—the needs grading icon. All group members' cells display the exclamation mark, regardless of who submitted the group assignment.

If a group submits an incorrect file—and only one submission is allowed—you must clear that attempt so the group can resubmit.

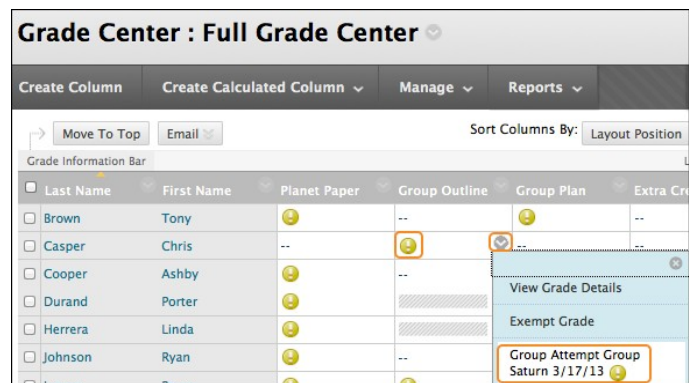
1. On the **Control Panel**, expand the **Grade Center** section and select **Assignments** or **Full Grade Center**.
2. In the Grade Center, access the group assignment column's contextual menu and select **Grade Attempts**.

-OR-

Locate any group member's cell for the group assignment containing an exclamation mark. Point to the cell to access the contextual menu.

Select the **Group Attempt**.

3. The **Grade Assignment** page appears and you can proceed with grading.



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## HOW TO GRADE ON THE GROUP ATTEMPT PAGE

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You can view, comment, and grade group student-submitted assignment files without leaving the **Grade Assignment** page. When you view a document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). The converted document is displayed in a viewer on the **Grade Assignment** page. Formatting and embedded images of the original document are preserved in the conversion.

NOTE: Assignment submissions created with the content editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.

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## EDITING A GROUP GRADE

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Follow the same steps for adding a group grade to change a group's grade. Edit the grade and feedback, and click **Submit**.

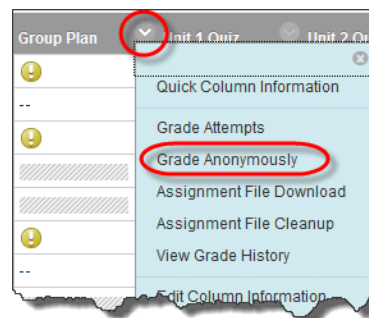
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## GRADING GROUP ASSIGNMENTS ANONYMOUSLY

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You can grade items without viewing student information. The attempts will be displayed in a random order, without system identifying information, to you (or your designated grader) for grading. Anonymous grading is helpful to reduce potential bias from the instructor, grader, or teaching assistant when grading. Anonymous grading may also be appropriate when having students grade each other's work.

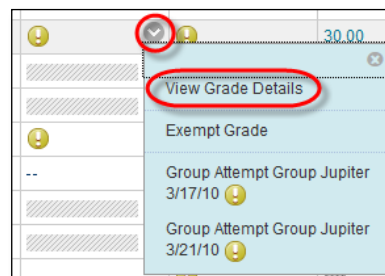
**Grade Anonymously** is available from the column header's contextual menu in the Grade Center. This action will open a new attempt with all system user identification removed. Any unsaved changes to the current attempt will be lost.



## HOW TO CHANGE AN INDIVIDUAL MEMBER'S GROUP GRADE

You can assign an individual group member a different grade than the group by editing the grade for the member in the Grade Center. If a group member's grade is changed and a new group grade is given, the new group grade does not affect the individual's new grade. The individual's new grade does not appear to the other group members.

1. In the Grade Center, access the member's **Grade Details** page.
2. On the **Grade Details** page, click **Edit User Grade**. Click **Grade Group Attempt** to review the submission before changing the grade.
  - Click **Allow Additional Group Attempt** so you can add a grade and feedback and allow the group to refine and improve their grade with another attempt.
  - Click **Delete User Attempt** to remove that attempt from the current member's cell.
  - **Ignore Attempt** will not include the attempt's score in that student's grade calculations and will not count the submission against the maximum number of attempts. Ignoring an attempt applies only to an individual student, not to the entire group.



User **Ashby Cooper (aacooper)** < > Column **Group Plan (Assignment)** < >

**Current Grade:** Needs Grading ⚠ out of 50 points **Exempt**  
 Grade based on Last Graded Attempt  
 Due: None  
 Calculated Grade  
[View Attempts](#)

**Attempts** | [Manual Override](#) | [Column Details](#) | [Grade History](#)

Delete Last Attempt Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 12, 2012 8:02:19 AM	Mar 21, 2010 6:10:08 PM (Needs Grading)	⚠			<a href="#">Grade Group Attempt</a> <a href="#">Delete User Attempt</a> <a href="#">Ignore Attempt</a> <a href="#">Edit User Grade</a>
Jan 12, 2012 8:02:19 AM	Mar 17, 2010 2:31:35 PM (Needs Grading)	⚠			<a href="#">Grade Group Attempt</a> <a href="#">Delete User Attempt</a> <a href="#">Ignore Attempt</a> <a href="#">Edit User Grade</a>

Group Group Jupiter has submitted the maximum number of attempts allowed for this assignment. You may allow this group to submit an additional attempt.

[Allow Additional Group Attempt](#)

3. On the group member's **Grade Details** page, type a new grade in the **Current Grade Value** text box.

4. Type optional **Feedback to User**. Optionally, use the content editor functions to format the text and include files, images, external links, multimedia, and mashups to your feedback.
5. Type optional **Grading Notes**, only available to you.
6. Click **Save**.

The new grade for the group member appears on the member's **Grade Details** page and in the member's cell in the Grade Center. The member's grade is designated as an overridden grade.

Group Rough	Weighted Total	Total
	--	9.00
	--	--
46.00	--	95.00
49.00		
49.00		

View Grade Details  
Quick Comment  
Exempt Grade  
Group Attempt Group Geo  
10/2/12 45.00  
Overridden Group Attempt  
Group Geo 10/5/12 46.00  
Group Score: 49.00

## HOW TO REVERT A MEMBER'S EDITED GRADE

You can revert a member's edited grade to the original group grade that all group members received.

1. In the Grade Center, access the member's Grade Details page.
2. After you edit a member's group grade, you can access the Revert To Group Grade function.
3. Click OK. The member's grade is changed to the original group grade.
4. Click Return to Grade Center to return to the Grade Center page and view the grades.

## ADDING AND DELETING GROUP MEMBERS

If you add a member to a group after you assign a grade for a group assignment, the new member does not receive a grade, as they were not part of the process. Even if you update the group grade, the new member does not receive a grade. You can assign a grade for the new member from the member's Grade Details page, but there is no submission available to view when grading.

If you remove a member of a group and you have assigned a grade for a group assignment, any grading updates are applied to that group member's cell. To remove a score for a member removed from a group, click Delete User Attempt on the member's Grade Details page. You are asked if you are sure you want to delete the attempt. The group assignment grade is deleted from the member's cell in the Grade Center.